

SCHOOL-BASED DECISION MAKING

School Name: Stopher Elementary

Subject of the Policy: Consultation for Hiring Other Than the Principal

Policy Statement

When it is determined that a vacancy in a Certified or Classified position exists within the school, the principal shall inform the superintendent of the vacancy and the district's transfer policies become effective. If the position is not filled through the transfer process, the principal will submit a personnel request. After the vacant position has been advertised for the required length of time, the superintendent will provide the principal access to all qualified applicants for each vacant position.

An ad hoc Interview Committee shall be selected by the principal and consist of appropriate stakeholders and interested SBDM Council members. The principal will ensure that the Interview Committee reflects the diversity of the school.

- After reviewing the racial/ethnic demographic of the student body and the staff, when possible (as determined by the available applicants), the Interview Committee shall review the applications, references, and support materials of the candidates and shall create a cohort of candidates that reflects the racial/ethnic background of the student population to interview for the position.
- Interview Committee members will sign a confidentiality agreement. All interviews and discussion of candidates shall be conducted in closed session and shall be kept confidential.
- The principal (or designee) will schedule all interviews and notify the Interview Committee of the date, time, and location of the interviews.
- Upon completion of the interviews, the Interview Committee shall prepare a recommendation for the principal and Council that reflects the most qualified candidates.
- The recommendation to the Council could include the top two or three candidates.
- After consideration is given to both the committee recommendation(s) and consultation with the Council in closed session, the principal shall make the final selection and submit this to the superintendent as required by KRS 160.345(2)(h).
- The principal will ensure that the hiring process outlined in this paragraph occurs within an appropriate timeframe.

The definition of *quorum* for the purpose of consultation in the hiring of personnel other than the principal **only**, shall be: After prior notification of the special-called meeting (at least 24 hours prior to the meeting) to all SBDM Council members and the media as required by Open Meetings laws, those who are in attendance shall constitute a quorum.

Date of First Reading: 9/17/21

Date of Second Reading: 10/15/21

Date Adopted: 10/15/21

Date Reviewed:

Signature: Marin Adams