

BEAUMONT MIDDLE SCHOOL
COUNCIL POLICY
10.01
CONSULTATION POLICY

The council shall assist the principal in selecting personnel following the procedure outlined below.

For non-principal faculty and staff positions:

- a. No more than thirty days after a vacancy occurs, the principal of designee will screen written applications, including a review of references, and will select a list of eligible candidates to be interviewed.
- b. The principal will invite the associate principal and the chairperson or designee of the department with a vacancy to interview the eligible candidates and to review their written applications. (When selecting an associate principal, the principal will invite one parent member and one teacher member of the council to participate.) At least one of the two invitees must attend the interview along with the principal. This group will recommend candidates to be interviewed a second time.
- c. All council members, all members of the team, and the content area teachers of the same grade level having a vacancy will be invited to interview the candidates recommended for a second interview. At least two council members must attend the interview along with the principal or associate principal.
- d. The participants in this group will discuss the merits of these candidates after the second round of interviews and will rank order the candidates.
- e. At the next regular or properly called special meeting of the council, the council will go into closed session to discuss the merits of the candidates and to have a general discussion among members about the candidates. Each council member may offer advice to the principal on the contributions different candidates could make.
- f. After meeting with the council, the principal will select the person he or she believes will contribute most to the success of the school's students and notify the superintendent of his or her choice. If the first choice is unavailable, the principal may notify the superintendent of his or her alternate choice or reopen the process. The superintendent will complete the hiring process.
- g. At any time during this process the principal may decide to review additional applicants and to follow the prescribed process for interviewing and consulting.
- h. In the event a quorum of council members is not available for a consultation meeting before a vacancy must be filled, the principal shall consult with as many members as possible before selection. At the next meeting of the council the principal will report to the council what candidates were considered and give reasons for selecting the individual that was recommended for employment.

For supplemental pay positions: The principal will fill supplemental pay positions after consulting with the associate principal. The principals may choose to interview candidates or not depending upon each particular situation. The principal shall report to the council the names of individuals appointed to each position.

Adopted/Amended 4/27/04
