

CONSULTATION POLICY



INTERVIEW COMMITTEE

For each vacancy that occurs at our school (except principal), the principal will decide which of the two types of committees in the chart below is best suited for the particular vacancy situation. Regardless of the type of interview committee used, **consultation with the council must take place during a regular or special called meeting.**

COUNCIL as the Interview Committee	APPOINTED Interview Committee
<ul style="list-style-type: none"> • Council members plus at least one staff member who will work directly with the person to be hired (if not already on the council). • The principal may add other staff to the Interview Committee who can contribute to the interviewing process. • All interviews will take place in a regular or special called council meeting. • Consultation will take place after the last interview for the vacant position. 	<ul style="list-style-type: none"> • The principal will appoint an Interview Committee. The Interview Committee will include at least one staff member who will work directly with the person to be hired. • All interviews will take place in a special called committee meeting. • Consultation with the <u>council</u> will take place after the Interview Committee has finished the last interview for the vacant position. <i>This consultation, with the <u>council</u>, must take place during a regular or special called council meeting.</i>

TIMELINE, APPLICATIONS/REFERENCES, and CRITERIA/INTERVIEW QUESTIONS

The principal will:

1. Chair the Interview Committee and ensure that the Open Meetings Law is followed during all procedures for filling vacancies.
2. **Establish a timeline for filling each vacancy.**
3. **Review and screen all applications and references**
4. Decide on **applicants to interview** and **check references.**
5. Arrange all **interviews** including calling special meetings if needed.

The Interview Committee will:

1. Develop a set of criteria for a strong candidate. These criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.
2. Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates in an in-person interview.
3. Determine if information in the written application or résumé points to any specialized questions that should be asked of a particular applicant and develop those questions if they are necessary.

INTERVIEWS

The following procedures will be followed during scheduled closed session interviews:

1. All the standardized questions will be asked of each candidate in the same order.
2. Following the standardized questions, specialized questions (if any) and follow-up questions (if any) will be asked.
3. Following each interview, committee members will discuss how well each candidate meets the criteria and any other input requested by the principal, which may include a prioritized list.

CONSULTATION WITH THE COUNCIL

After interviews are complete, in a closed session, the council will meet to discuss the findings (of the council interview committee or appointed interview committee) and offer comments on the contributions each applicant could make and provide any additional input requested by the principal.

If a quorum of the council fails to attend this meeting, the principal may either call another meeting or declare an emergency and conduct the required consultation with the council members present so the hiring process can continue.

SELECTION OF THE PERSON TO BE HIRED

After considering the input from all the closed session meetings, ***the principal will make the final selection*** of the person he or she believes will contribute most to the success of the school's students and notify the superintendent and council of his or her choice. ***The decision made by the principal is binding on the superintendent who will complete the hiring process.***

EXTRA-DUTY ASSIGNMENTS AND POSITIONS

Extra-duty assignments and positions include paid or unpaid duties beyond the instructional day or beyond the contract days of a teacher. When only persons currently working at the school will be considered, the principal will make the assignment following the Instructional and Non-Instructional Staff Time Assignment Policy. When persons not currently working at the school will be considered, this policy on consultation will be followed by the principal, the council, and any ad hoc Interview Committee appointed by the principal.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised:

NOTES ON USING THIS POLICY

LEGAL REQUIREMENTS: Legal requirements in the policy are marked in *bold italics*. The requirements can be done differently than outlined here, but they have to be included in the policy.

LAW IN A BOX:

SBDM law, KRS 160.345

(2)(h) 1. ... The principal at the participating school shall select personnel to fill vacancies, after consultation with the school council...

(2)(i) The school council shall adopt a policy to be implemented by the principal in the following additional areas:

...11. Procedures to assist the council with consultation in the selection of personnel by the principal, including but not limited to:

- meetings,
- timelines,
- interviews,
- review of written applications,
- review of references, and
- addressing when council members aren't available for consultation.

(2)(h) 3. Personnel decisions made at the school level ... shall be binding on the superintendent who completes the hiring process.

KRS 160.380

Beginning in April 2018, the minimum posting timeline to fill vacancies is fifteen (15) days. It was formerly thirty (30) days.

CONSULTATION WITH THE COUNCIL: Consultation for hiring as used in this policy is defined as a discussion between the council and the principal in a regular or special meeting. This process may involve advice, opinions, and even prioritizing but should not involve any decision making by the council.

CONNECTION TO COUNCIL BYLAWS: This policy should be referenced in your council bylaws in a section on council responsibilities. There is no need to restate the entire consultation policy into the body of the bylaws. The sample set of bylaws in KASC's Bylaws Kit models this.