

District: Laurel County

School: Bush Elementary

COUNCIL POLICY TYPE (Check One)
<input checked="" type="checkbox"/> By-Laws (Council Operational Policies)
<input type="checkbox"/> Function (School Operational Policies)

POLICY NUMBER

POLICY TOPIC DESCRIPTION
Principal selection KRS 160.345 (2) (h) 1

POLICY STATEMENT
<p>Preparation Once the Superintendent has verified the vacancy, the SBDM council will:</p> <ol style="list-style-type: none">1. Obtain training and recruitment and interviewing techniques as required by law.2. Distribute copies of this policy to all members before the scheduled training and send a copy to the trainer. <p><small>**The interview committee will consist of the current SBDM Council teachers and parents and any additional stakeholders they select. The council may also elect a Principal Selection Chairperson to chair the council during the principal selection process.</small></p> <p>Selection Process The Committee Will:</p> <ol style="list-style-type: none">1. Hold at least one meeting to receive suggestions from stakeholders on what traits will make the best leader for this school.2. Meet in open session to agree on criteria and develop interview questions that fit those criteria. The criteria shall not in any way discriminate based on gender, ethnicity, religion, political affiliation, or any other illegal grounds.3. Meet in open session with the superintendent to discuss the criteria and other steps in the hiring process.4. By letter, the SBDM council will request applications from the superintendent.5. Meet in closed session to review applications and references of candidates recommended by the superintendent and select persons to be interviewed who appear reasonably capable of fitting the criteria.6. Schedule an interview with each selected applicant.7. Conduct each interview in a closed session during which: all the standardized questions will be asked to each candidate. A discussion will be held immediately following each interview about how well each applicant meets the criteria.8. If necessary, the interview committee will request additional applicants from the superintendent and repeat the process.

9. If necessary, the interview committee may request additional interview sessions with any applicants.
10. Hold closed session discussion of the merits of all applicants and work toward consensus on the final selection. If no consensus can be reached, then a 2/3 vote will determine the principal selection.
11. Notify the superintendent immediately in writing of the council's choice. This choice is binding on the superintendent who will complete the hiring process.
12. The council co-chair and/or superintendent will contact chosen applicant to verify acceptance of the position.
13. Meet in open session to make the final selection of a new principal.

Date Adopted 11-25-2008

Signature Mary Ann Robbins
Council Chairperson