

**MARSHALL COUNTY HIGH SCHOOL
SCHOOL BASED DECISION MAKING COUNCIL
BUILDING POLICY
KRS 160.345(2)(i) 10**

POLICY TOPIC: Consultation in Filling Vacancies

POLICY INTENT: To intentionally fill staff vacancies that will maximize opportunities for all students to have access to the staff's instructional strengths.

(School Culture, Standard 4)

1. Consultation Defined

Consultation is defined as an opportunity to exchange views and information and to give and receive advice. Consultation shall not be deemed to require the council to discuss individual candidates, but they may do so if they wish. In discussing individual candidates, the council should be mindful of the confidential nature of said candidate's personnel records.

2. Vacancy

"Vacancy" means a position that did not previously exist but which can now be funded, or a position previously held by an employee who has now left the school, or a position held by an employee who has made a written statement that he or she will leave the school.

3. Review of Written Applications

In the event a vacancy is declared, the Superintendent in consultation with the Assistant Superintendent in charge of personnel and the Principal, will review written applications and provide a slate of candidates for each vacancy.

4. Interview

One or both of the following methods may be used:

A. The Principal will assemble a committee, with membership as noted below, to conduct interviews of candidates for each declared vacancy.

- at least one other administrator or community member
- at least one teacher council member

The Principal (or designee) will be responsible for setting dates and times of interviews, contacting and scheduling applicants to be interviewed, and notifying committee members of the interview schedule. The interview committee should assemble prior to the onset of interviews to organize and provide for fulfillment of some or all of the following responsibilities:

- Review of written applications
- Review of references (the Principal or designee may contact references prior to the committee's convening)
- Compile a list of questions to be asked by committee members of each candidate
- Provide the Principal or designee with input at the conclusion of interviews

B. The Principal, if he/she is a certified teacher perceiver specialist, will use the Teacher Perceiver Interview method as published by the Gallup Organization.

5. Consultation with Council

Consultation as concerns the selection of personnel may occur at a called council meeting in a closed session or by contacting a quorum of the council to discuss the following:

- hear the Principal's report of his or her recommendation
- allow each council member to offer advice on the contributions different applicants could make
- allow general discussion about the applicants
- provide any additional input requested by the principal
- the minutes of the school council for the meeting at which the hiring recommendation was made shall state, "Consultation occurred for the filling of the _____vacancy."

6. Selection by Principal

After consulting with a quorum of the council, the Principal shall 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. The Superintendent shall complete the hiring process.

If the person selected by the principal declines the position, the Principal may select any other person who was interviewed and discussed by the council. If the Principal decides to consider other applicants, he or she shall return to the “Interview” process above.

7. Special Provisions for Persons Already Working at Marshall Co. High
Before a vacancy is filled, a person already working at M.C.H.S. may communicate in writing his or her interest in that work to the Principal.

The Principal shall:

- decide whether to allow the reassignment
- consult with a quorum of the council
- reflect decision in the council minutes
- notify the interested person of the decision
- notify the Superintendent and the council of the decision