

BOURBON COUNTY HIGH SCHOOL

SCHOOL COUNCIL POLICY

DISTRICT: BOURBON COUNTY SCHOOLS

COUNCIL POLICY TYPE (Check One)

By-Laws (Council Operations Policies)

Function (School Operations Policies)

Policy Number

1 1 • 0 0

POLICY TOPIC DESCRIPTION: Consultation Policy

POLICY STATEMENT

Definitions:

Vacancy means:

- (1) a position that did not previously exist but which can now be funded
- (2) a position previously held by an employee who has now left the school, or
- (3) a position held by an employee who has made a written statement that he or she will leave the school.

Highly Qualified (www.kyepsb.net/nclb.asp) means that each teacher will:

- (1) Hold at least a bachelor's degreee
- (2) Hold full Kentucky certification (emergency, probationary, and adjunct instructor certifications are NOT full Kentucky certifications); AND
- (3) Demonstrate competency in each of the core academic subjects taught.

AD HOC Committee

Once a vacancy is determined, the principal shall appoint a committee of no more than 5 people, including the principal, at least one council representative; and a certified department representative. The principal or council may direct the committee to look for specific qualifications needed in the position to be filled. Every effort will be made by the committee and the principal to locate and recruit teachers that are highly qualified with expertise in their content area.

The committee shall meet for the first time within seven calendar days of its appointment or as soon as possible to accomplish the following:

- >Develop a set of criteria for a strong candidate and develop the list of questions to be asked of each applicant.
- >Determine which applicants possess the qualifications the council has identified (e.g. highly qualified plus experience) in addition to the criteria set by the committee for a strong candidate.
- >Request additional applications from the superintendent if necessary.
- >Select applicants to interview and conduct the interviews.
- >Notify all members of the council when the committee is ready to report.
- >Appear at the next special or regular council meeting in closed session on the merits of the applications received.

Council Consultation

After receiving notice of the meeting, the council shall meet and enter into closed session to:

- >Hear the principal and or committee members on the merits of the application received.
- >Allow council members to offer advice to the principal on the contributions different applicants could make
- >Allow general discussion among council members about the applicants
- >Provide any additional input requested by the principal

Emergency Provision

>If a quorum of the members of the school council is not available to attend a meeting for the purpose of conducting consultation in the filling of a vacancy, the definition of quorum for the purposes of filling the specified vacancy shall be changed to "one or more members of the school council who are present at the special meeting for the consultation"

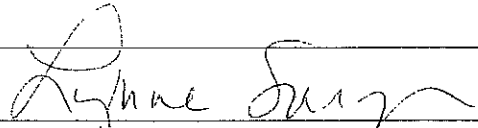
The minutes of the school council for the meeting at which council recommendations shall occur shall state, "Consultation occurred for the filling of the _____ vacancy."

Selection By Principal

After meeting with 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.

Date Adopted: 13 May 2009

Signature



Council Chairperson