

# CONSULTATION POLICY



- I. Vacancy: The principal shall inform the superintendent of any resignation of school employee assigned to his/her school. The superintendent shall determine the position as vacant.
- II. Criteria: Once a certified position has been identified as vacant, either by resignation or a new position, the principal shall develop a set of selection criteria and appoint an ad hoc committee.
- III. Interview: The superintendent will provide a slate of candidates for each certified position. The principal or designee shall meet with the ad hoc committee within seven days and review applications. The principal shall request additional applications from the superintendent if he/she deems necessary. The principal or designee shall select applicants to interview. The ad hoc committee appointed by the principal shall assist with the interview process. The principal shall present a recommendation to the superintendent.

The principal or designee shall complete all interviews and selection of classified employees. The principal may form ad hoc committees to assist with the selection of the classified employees.

- IV. Council Consultation: The council shall:
  - a. Hear the ad hoc committee's report on the merits of the applications received.
  - b. Allow each council member to offer advice to the principal on the contributions the applicants could make.
  - c. Allow general discussion among Council members about the applicants.
  - d. Provide any additional input requested by the principal.
  - e. All of this will be done in CLOSED session.
- V. Selection: After meeting with the Council, the principal shall select the person he/she believes will contribute most to the success of students. **In the case a quorum is not present, the principal can meet with those members present and the principal can move forward with discussion and recommendation(s).**
- VI. Emergency Situations: In any case when an emergency is declared, the principal, without input from council or faculty, may complete interviews and selection of certified employees. Emergency shall be defined as the need to employ a person at a time when council members, ad hoc committee members, or faculty members are not available to assist with the interview of candidates or when immediate commitment to a candidate is needed in order to assure employment of the candidate. (The principal will make every effort to get input for the employment of certified employees.)
- VII. Reporting: The principal shall report in writing his/her choice of an employee to the superintendent. The superintendent shall complete the hiring process.

**POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: \_\_\_\_\_

Date Reviewed or Revised: 07/14/2009 Council Chairperson's Initials \_\_\_\_\_

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