

NEWPORT INDEPENDENT DISTRICT

NEWPORT HIGH SCHOOL

POLICY NO. 04.00

CONSULTATION

The principal will consult with council on selection personnel who show greatest promise to enhance student achievement. Consultation with the council on personnel selection will occur during a special and/or regular meeting using the following process:

1. For each vacancy at the school, the council will appoint an ad hoc committee of no more than five people. The committee membership will include the principal, assistant principal, parent, and at least one certified staff member who will work directly with the person to be hired and reasonable representation of the ethnic diversity of our school community.
2. Within two weeks of their appointment, the committee shall meet in open session to determine criteria for a strong candidate and develop interview questions that fit those criteria. Those criteria shall not, in any way, discriminate based on gender, ethnicity, religion, political affiliation or other illegal grounds.
3. Within one week of receiving a list of applicants from the superintendent, the committee, in closed session, shall review all applications and references and shall select applicants to interview.
4. Following the review, the principal will check references and contact candidates to be interviewed, if necessary and establish an interview schedule.
5. Each interview shall occur in a closed session of the committee, using the interview questions.
6. After the interview, the committee will make a recommendation to the principal/council.
7. The principal and council will meet, in closed session, to consult about the candidate interviews.
8. 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 principal shall call a special meeting and conduct consultation with the council members who can attend. The definition of quorum for the purposes of filling the specified vacancy in a situation when council members cannot all be present shall be: *"one or more members of the school council who are present for the consultation."*
9. After considering the councils comments, the principal will select the person he/she believes will contribute most to student achievement.
10. Upon entering open session, the principal shall notify the council whether he/she made a selection.
11. The principal shall notify those not selected and then send his/her recommendation to the Superintendent and/or Personnel Director to complete the hiring process.

Reference: KRS 160.345(2)(i)10