

Millbrooke Elementary School

Consultation KRS 160.345(2)(1)11)

Purpose: The Consultation Policy of Millbrooke Elementary School ensures that the selection of instructional staff who highly effective, are highly qualified (based on state and Federal definition) and meet the needs of the student population.

Procedures:

Vacancy shall be defined as:

1. A position that did not previously exist but which can now be funded;
2. A position previously held by an employee who has retired or resigned; or
3. A position held by an employee who has indicated in writing that they will retire or resign at the conclusion of the current school year.

Highly Qualified Teacher shall be defined as a teacher who:

1. Holds at least a bachelor's degree;
2. Holds a full Kentucky certification or statement of eligibility; and
3. Demonstrates competency in each of the core academic subjects taught.

Highly Qualified Paraeducator (Paraprofessional) shall be defined as an instructional assistant who:

- Has completed two years of study at an institution of higher education;
- Holds an associate's (or higher) degree; or
- Has passed the Kentucky Paraeducator Assessment exam.

Notification of Vacancy:

The school council shall be consulted by the principal on all certified and classified instructional vacancies that occur at the school. When an instructional staff vacancy has been posted the principal shall include "consultation with the school council for the (position title) vacancy" on the agenda of the next regular or special meeting of the council.

Timeline:

The principal and school council shall meet the following timeline for filling vacancies:

- Once a vacancy is determined, the principal, along with at least one other staff member, shall serve as an ad hoc interview committee. The ad hoc interview committee shall develop a set of criteria for a strong candidate and determine interview questions to be asked of each applicant.
- The committee shall review applications and supporting materials for each qualified applicant. Once the vacancy has completed the 15-day required posting, the committee shall make a final selection of, first, candidates that exhibit the characteristics in the developed criteria and then, second, are highly qualified. Any applicant that does not meet the criteria or is not highly qualified shall not be considered for an interview. An interview schedule shall be developed by the ad hoc committee so that all committee members are present for all interviews. The principal or designee shall contact the candidates and schedule the interviews.
- All candidates interviewed will be asked the developed questions in the same order. The principal or designee shall follow up with reference checks, as needed.

- The ad hoc committee will review the candidates, discuss issues from reference checks and prioritize candidates.
- The principal shall make a selection of a qualified applicant to fill the vacancy and shall report this selection to the superintendent who will complete the hiring process.
- At the next regular or special called meeting, the principal will consult and inform the school council as to where they stand in the hiring process and/or the candidate they selected.
- The superintendent or principal may meet this requirement by sending a written notification to the SBDM Council prior to the next meeting which will be reflected in the next meeting minutes.

Principal Selection Procedures

The school council must be consulted, at a special called or regular meeting of the school council, by the superintendent prior to filling a principal vacancy that occurs at the school.

Prior to consultation with the school council, each member must sign a nondisclosure agreement forbidding the disclosure of information shared and discussions held during consultation.

The superintendent may include members of the council in applicant screening or the interview process but must comply with applicable open meetings law.

- At the school council's next meeting, whether regular or special called, the council will convene to closed session permitted by KRS 61.810(1)(f) and will consider the candidates and provide its thoughts on the candidates to the superintendent who will select a principal candidate to fill the vacancy.
- At the next regular or special called meeting, the superintendent must report his/her candidate selection to the council.
- The superintendent or principal may meet this requirement by sending a written notification to the SBDM Council prior to the next meeting which will be reflected in the next meeting minutes.

Emergency Provisions:

If, after reasonable efforts by the principal or superintendent, a quorum of the members of the school council is not available and cannot feasibly be available in a timely manner for the purpose of conducting consultation in the filling of a vacancy, the principal(or superintendent when filling principal vacancy) must conduct consultation with the council members who can attend. The timeline may also be amended with school council approval in order to fill a vacancy during times where continuation of instructional and non-instructional services may be affected and a waiver of the 15-day posting may be requested from the Kentucky Department of Education (KDE). Council members may be consulted virtually through video teleconference by following the procedures outlined in KRS 61.826.

Evaluation: Annually, the school council shall review the policy and timeline and make revisions as necessary to ensure highly qualified and highly effective teachers are recruited and retained at the school.

First Reading August 24, 2022

Second Reading September 21, 2022