

SCHOOL BASED DECISION MAKING Policy Format

School: DuPont Manual High School/ YPAS

Subject of Policy: Principal Selection

Policy Statement:

Once the school has been notified by the Superintendent that a principal vacancy exists, the SBDM Council shall form a Principal Recommendation Committee. The Principal Recommendation Committee shall consist of the current SBDM Council and five additional members:

- One administrator (defined as assistant principal/counselor) elected by vote of administrative staff. Any candidates for the principal position are prohibited from serving on the SBDM Council or Principal Recommendation Committee;
- One parent elected through a PTSA-conducted election;
- Two teachers elected by the faculty; and;
- One classified employee elected by classified employees.

Minority representation is already assured by the SBDM by-laws.

The outgoing principal shall not serve on the Principal Recommendation Committee or SBDM Council during the principal selection process. Per KRS 160.345 the Superintendent or the Superintendent's designee shall serve as the chair of the SBDM Council for the purpose of the hiring process and shall have voting rights during the selection process. The Principal Recommendation Committee shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal. The Council shall select the trainer to deliver the training.

The Principal Recommendation Committee shall develop and implement a process for gathering input from teachers, staff, parents, students and community members for the development of specific criteria for the selection of principal. The Principal Recommendation Committee, with input from the Student Senate, will develop a set of interview questions. The SBDM Council shall communicate to the school community a plan that includes selection criteria and a timeline.

The Principal Recommendation Committee shall have access to the applications of all persons certified and legally qualified for the position. No principal who has been removed from a position in the district for cause may be considered for appointment as principal.

The Principal Recommendation Committee will review candidates' applications and support materials and select candidates for reference checks. The Committee will check references from past places of employment, including speaking with representatives of parent and teacher organizations. After conducting interviews, the Committee will select finalists. The finalists will participate in an open forum conducted by the Student Senate. The Student Senate will provide feedback to the Principal Recommendation Committee on each of the candidates.

All initial discussions about processes, selection criteria, etc. are to be held in open meetings. All interviews and discussions of specific candidates will be conducted in closed session. The Principal Recommendation Committee will decide by majority vote on one of the following recommendations to the SBDM Council:

- Name the preferred candidate it wishes to select, and why the person was chosen,

Or if no candidate was deemed acceptable or a majority vote could not be reached:
- Report that none of the candidates are acceptable and request that the search remain open or suggest that an interim Principal be appointed.

The SBDM Council shall have the responsibility of selecting the principal for the school as mandated by KRS 160.345. The Council is not required to follow the Principal Recommendation Committee's recommendation. The principal shall be selected on a majority vote of the membership of the SBDM Council. The SBDM Council, absent the Principal and the extra five members that formed the Principal Recommendation Committee, and with the Superintendent or Superintendent Designee as the Chair, will discuss the candidates and may ask the candidates to return for an additional interview in an attempt to

reach conclusion (closed sessions). The Council will report in writing to the Superintendent (or designee) one of the following decisions:

- The name of the candidate it wishes to select, explaining why the person was chosen.
- Notification to the Superintendent that it would like to keep the search open and seek more candidates to consider or that it would like for the Superintendent to appoint an interim Principal while the search is continued.

Date of First Reading: _____ 3/6/2013 _____

Date of Second Reading: _____ 4/10/2013 _____

Date Adopted: _____ 4/10/2013 _____

Signature: _____
(SBDM Council Chairperson)