

SCHOOL-BASED DECISION MAKING POLICY

School: Okolona Elementary School

Subject of the Policy: #7 – Principal Selection

Policy Statement

Once the superintendent has verified a vacancy, the SBDM Council will form an Interview Committee. The principal selection Interview Committee shall consist of the SBDM Council and three additional members selected by the Council. When selecting these additional members, the Council will ensure that the committee contains diverse representation. The outgoing principal shall not serve on the Council during the principal selection process. The superintendent or the superintendent's designee shall serve as the chair of the council for the purpose of the hiring process and shall have voting rights during the selection process. The SBDM Council shall receive training in the process of selecting a principal, which will include a review of the school's bylaws, principal selection policy, and KRS 160.345. Additionally, all members shall sign a nondisclosure/confidentiality agreement forbidding the sharing of information shared and discussion held in closed session.

The Interview Committee, as established above, shall develop a survey to get input from teachers, staff, parents, and community members for the development of specific criteria for the selection of a principal. The SBDM Council shall communicate to the school community the timeline for selection of the principal. The Interview Committee will develop a set of interview questions. No principal who has been removed from a position in the district for cause may be considered for appointment as principal.

The Interview Committee will schedule a series of meetings to review applicants' material to formulate interview questions using the criteria, and to conduct the oral interviews. The committee may request that one or more candidates return for a second interview. All interviews and discussion of candidates will be conducted in closed sessions.

After thorough discussion and review of the candidates, the Interview Committee shall make a recommendation of its top choice to the SBDM Council. After consideration has been given to the committee's recommendation, the Council shall have the responsibility of selecting the principal for the school as mandated by KRS 160.345. The principal shall be selected on a majority vote of the membership of the Council, and the minutes reflecting this vote will be immediately forwarded to the superintendent's designee for review. The selection of the principal shall be subject to approval by the superintendent. If the superintendent does not approve the principal selected by the council, then the superintendent may select the principal.

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Second Reading: 4/27/15

Adopted: 4/27/15

Reviewed: 9/27/17

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Signature: _____

(SBDM Council Chairperson)