File: CBB - Recruitment of Superintendent

SUMMIT SCHOOL DISTRICT		**CBB - Recruitment of Superintendent**	**Adopted:** August 22 1995 **Revised:** December 10 2026
File: CBB	Superintendent Policy - Policy Governance Alignment	Section C: General School Administration	**Reviewed:** November 11 2026

The appointment of a District Superintendent is a sole statutory function of the Board of Education pursuant to C.R.S. 22-32-110(1)(g). The Board shall conduct all recruitment, search, and appointment processes in strict compliance with Board Policy BSR-5 (Section 5) and applicable state statutes.

KEY RECRUITMENT & QUALIFICATION GOVERNING PROVISIONS:

1. Superintendent Qualifications: In recruiting and selecting a Superintendent, the Board shall honor the established qualification standards set forth in Board Policy BSR-5 (Section 5.1.1):
    - Minimum Master of Arts (MA) degree in an education field; EdD or PhD preferred;
    - Successful experience in both teaching and administration (building and central office);
    - Possession of a Colorado Superintendent credential encouraged; and
    - Alternatives to the above qualifications may be considered as the Board finds appropriate

2. Search and Selection Procedures & Assistance: The Board may engage professional consultants, establish advisory committees, or determine that an external search is unnecessary due to the presence of qualified internal candidates. Final selection authority rests exclusively with the Board.

3. Public Notice & Finalist Transparency:
    - Requirements for applicants, job descriptions, selection procedures, and deadlines shall be formally adopted at a public meeting.
    - Applicant records submitted to the District shall remain confidential until an applicant becomes a finalist. If three or fewer candidates possess minimum qualifications, all such candidates shall be designated as finalists.
    - A list of all finalists being considered shall be made public by the Board at least fourteen (14) days prior to appointing one of the finalists. No offer of

appointment shall be executed prior to this public notice period pursuant to C.R.S. 24-6-402(3.5).
    - Upon finalist designation, submitted applicant records shall be open for public inspection pursuant to C.R.S. 24-72-204(3)(a)(XI)(A), excluding letters of reference and confidential medical, psychological, and sociological data.

4. Appointment Vote: Appointment of the Superintendent requires an affirmative vote of a majority of Board members present at a properly noticed public meeting.

Adopted August 22, 1995

Revised August 27, 2003

Revised December 10 2026

LEGAL REFS.: C.R.S. 22-32-110 (1)(g) *(support to employ a CEO)*

C.R.S. 22-44-115 (4) *(administrative contacts)*

C.R.S. 24-6-402 (3.5) *(search committee duties)*

C.R.S. 24-72-204 (3)(a)(XI)(A) *(inspection of public records)*

CROSS REF.: BSR-5, Monitoring the Ends and Executive Limitations Policies, Superintendent Performance Evaluation Processes, Qualifications, and Recruitment

CBA/CBC, Qualifications/Powers and Responsibilities of Superintendent