

Jessamine Early Learning Village Consultation Policy

KRS 160.345 (2)(i)11

Purpose:

The Consultation Policy of the Jessamine Early Learning Village ensures that the selection of instructional staff are highly effective, are highly qualified and meet the needs of the student population. Through this policy, the Jessamine Early Learning Village guarantees all students have access to qualified non-instructional staff who are dedicated to the school and the responsibilities their position requires. This policy warrants the selection of both certified and classified staff that are culturally knowledgeable and able to provide equitable assets to all students to promote a safe and positive school climate and culture.

Definitions:

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 he or she will retire or resign at the conclusion of the current school year.

Qualified teacher shall be defined as:

a teacher who has completed an Educator Preparation Program approved by the Educational Professional Standards Board (EPSB); holds full Kentucky certification or statement of eligibility; and demonstrates competency in each subject taught.

Qualified principal shall be defined as:

the instructional leader of the school who has at least three years of teaching experience and who holds the proper certification and credentials.

Certified and Classified Personnel Procedures:

Once a vacancy is determined, the principal will appoint an ad hoc interview committee. The committee will consist of the principal, and at least one staff member who will work directly with the person to be hired. Council members other than the principal may or may not be on the committee.

The ad hoc interview committee must meet in an open meeting within one week of selection to develop a set of criteria for a strong candidate and a list of interview questions to be asked of each applicant.

- Once the vacancy has completed the 15 day posting requirement, the ad hoc committee must reconvene and review applications and supporting materials for each applicant and make a final selection of candidates who exhibit the characteristics of a strong candidate. Information from the EPI testing (certified only) will be reviewed and examined as well. Applicants that do not meet the criteria will not be considered for an interview.
- An interview schedule must be developed by the ad hoc committee for all committee members to be present during the interviews. The principal will contact the candidates and schedule the interviews.
- Interviews will be conducted in scheduled closed sessions. During the interviews, each candidate will be asked the developed questions in the same order. Follow up questions may be asked in response to applicant answers/statements during the interview. If information in the written application or resume points to any specialized questions that should be asked of a particular applicant, the ad hoc committee will develop and ask those questions as needed prior to the interview.
- The principal or principal designee shall follow up with reference checks on candidates of interest within 3 business days after the conclusion of the interview.
- The ad hoc committee will reconvene within one week of the final interview to review the candidates, discuss issues from reference checks and prioritize candidates. This will be conducted in a closed session.
- The principal and council will meet during a closed session and discuss the information about the applicants and the principal will report his or her candidate selected to fill the vacancy.
- The principal will make the final selection of the person believed to contribute most to the success of the school's students and notify the superintendent of his or her choice. The superintendent will complete the hiring process.

Principal Selection Procedures:

The school council must be consulted by the superintendent prior to filling a principal vacancy that occurs at the school. Once the vacancy has been posted publicly, the superintendent must include on the agenda of the next regular or special called meeting, the following agenda topic: "Consultation with the school council for the principal vacancy".

The superintendent and school council must meet the following timeline for filling the principal vacancy:

- 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.

- Once a principal vacancy is determined, the superintendent, along with at least one parent member and at least one teacher member chosen by the school council, must serve as an ad hoc interview committee. The ad hoc interview committee must meet in an open meeting within one week of selection to develop a set of criteria for a strong principal candidate and a list of interview questions to be asked of each applicant. At the discretion of the superintendent, additional members may be asked to participate on the committee.
- Once the vacancy has completed the 15-day posting requirement, the ad hoc committee must reconvene and review applications and supporting materials for each applicant and make a final selection of candidates who exhibit the characteristics of a strong candidate. Any applicant that does not meet the criteria will not be considered for an interview. An interview schedule must be developed by the ad hoc committee so that all committee members are present for each interview. The superintendent or designee must contact the candidates and schedule the interviews.
- During the interviews, each candidate will be asked the developed questions in the same order. Follow-up questions may be asked in response to applicant answers/statements during the interview.
- Upon the conclusion of the interview and within three (3) business days, the superintendent or designee must follow-up with reference checks on candidates of interest.
- The ad hoc committee must reconvene within one week of the final interview to review the candidates, discuss reference checks, and prioritize candidates.
- 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 ad hoc committee's candidate recommendations 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.

Emergency Provisions:

If a quorum of the members of the school council is not available for the purpose of conducting consultation in the filling of a vacancy during a special called meeting for the purpose of consultation, the principal shall 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 which continuation of instructional services may be affected, and a waiver of the 30-day posting may be requested from the Kentucky Department of Education.

Evaluation:

The school council shall annually 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. Any revisions to the policy must be made and approved prior to March 31. We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date adopted: October 24, 2022

Date reviewed or revised: _____

Date reviewed or revised: _____

Date reviewed or revised: _____

Current school policy as written:

JELV CONSULTATION POLICY



INTERVIEW COMMITTEE

For each vacancy that occurs at our school (*except principal), the principal will appoint an ad hoc interview committee. This committee's membership will include the principal, and at least one staff member who will work directly with the person to be hired. Council members other than the principal may or may not be on the committee. The principal will chair the Interview Committee. For each new vacancy the principal and interview committee shall establish a timeline for the process.

* See the Principal Selection Policy for procedures for this vacancy.

CRITERIA/INTERVIEW QUESTIONS and APPLICATIONS/REFERENCES

The principal or principal designee will:

1. Collect applications and review all applicants, check references, examine EPI and select applicants to interview. If a candidate is not selected from the first group of applicants, more applicants will be taken to the interview committee.

The Interview Committee will:

1. Follow criteria set by the district for a strong candidate. These criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.
2. Use the criteria developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates in an interview.
3. Determine if information in the written application or résumé points to any specialized questions that should be asked of a particular applicant and develop those questions if they are necessary.

INTERVIEWS

The following procedures will be followed during scheduled closed session interviews:

1. All the standardized questions will be asked of each candidate.
2. Following the standardized questions, specialized questions (if any) and follow-up questions (if any) will be asked.

1. Following each interview committee members will discuss how well each candidate meets the criteria and any other input requested by the principal, which may include a prioritized list.

CONSULTATION WITH THE COUNCIL

After interviews are complete, the principal will discuss in closed session about the applicants and the choice made by the committee and principal. The principal will notify the council about the recommendation for hire by a brief description in person or via email.

SELECTION OF THE PERSON TO BE HIRED

After considering the input from all the closed session meetings, the principal will make the final selection of the person they believe will contribute most to the success of the school's students and notify the superintendent and council of his or her choice. The decision made by the principal is binding on the superintendent who will complete the hiring process.

CLASSIFIED POSITIONS

Classified vacancies will be posted on the district job register. Principal or principal designee will collect applications and screen all applicants. If possible, a small committee including the principal, another administrator, and someone from the team where the vacancy occurs, will interview the candidates. The principal, and committee when possible, will make the selection.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: November 10, 2021

Date Reviewed or Revised: November 29, 2016

Date Reviewed or Revised: January 31, 2017

Date Reviewed or Revised: October 27, 2021

Comparison of the Policies

Both policies are very similar, but the current school policy seems a little thin in areas. It is written to include most of the legally required areas of a Consultation policy. I went into more detail regarding procedures and specific timelines for the interview committee when drafting my policy. I tried to merge both policies into one that fits our school while considering the legal requirements needed.

The current school policy does not clearly define vocabulary terms and expectations regarding vacancies, qualified teacher and qualified principal. The school policy as written includes all items needed for a Consultation Policy except for what to do in absence of council members. The current policy for the school is not date specific in any terms and timelines are suggested but not specifically laid out. It also does not include the committee on any of the specific application reviews for possible candidates. It simply states that the “principal or principal designee” will select the candidates for interviews. I feel that this is critical for a team to conduct. It brings in so many different viewpoints and does not feel so subjective when selecting applicants.

The principal selection was not in the current policy since it does not change until July 2022. I added this section to my Consultation Policy based on the recommendations presented by KASC in their model policy.

I added the emergency provisions to my policy and recommend that it be added to the school policy so that we are in compliance, and I changed the wording in the policy evaluation to match the recommendations of KASC and I would recommend the school update to the same verbiage as it is date specific to be completed annually.

Overall, the school policy addresses most of the legally required elements of a Consultation Policy. It is vague in terms, not date specific for timelines, and it is not all committee based. I feel that the policy needs evaluation and more clear guidelines, procedures, and timelines need to be written in.