**2.1 CONSULTATION POLICY**

**PURPOSE OF CONSULTATION**To provide various perspectives and a well-rounded process for hiring classified and certified staff other than the principal, that will ensure that high quality individuals are hired for positions available at Tygart Creek Elementary School.

**POLICY STATEMENT**

When a vacancy occurs within the school, the principal shall determine if the vacancy can be filled through the transfer of an employee within the school or district. If so, the principal will consult with the council and notify the council of the acceptance of the transfer.

If the position is not filled through transfer, the superintendent or designee will provide a slate of candidates for each vacant position. An Interview committee shall be formed, by the principal. This committee shall consist of the principal, SBDM members, and may also include: teachers, classified staff, parents, and a staff member who will be working closely with the new hire.

The Interview Committee shall review applications and support materials of the candidates in closed session and shall interview the candidates for the position. The principal shall consult with the Interview Committee in regards to candidate interviews and suggestions for hiring candidates. After consultation with the Interview Committee the principal shall make the final selection and submit this to the superintendent as required by KRS 160.3450(2) (h).

The definition of quorum, during the summer months (when school is not in session) for the purpose of consultation in the hiring of personnel other than the principal, shall be: After prior verbal and written notification of the special meeting (at least 24 hours prior to the meeting) to all SBDM Council members, those who are in attendance shall constitute a quorum.

**Reviewed: August 13, 2020**

**Reviewed/Revised: July 7, 2021/July 9, 2021 (Amendments made)**