

**Bath County School District
Bath County Middle School
School-Based Decision Making Policy**

Council Policy Type (Check one) <input type="checkbox"/> By-Laws (Council Operational Policies) <input checked="" type="checkbox"/> Function (School Operational Policies)	Policy Number 14.00
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Policy Topic Description

CONSULTATION FOR HIRING

Policy Statement

Determination of Vacancy
After a vacancy in a certified or classified position has been determined to exist within the school, the principal shall inform the superintendent of the vacancy. Bath County Middle School will follow Kentucky State and Bath County Board of Education's guidelines of personnel hiring. Once the vacancy is declared the transfer policy becomes effective, if the position is not filled through the transfer policy, the principal shall proceed with the hiring process.

Meetings, Timelines, Interviews, Reviews of Application and References
The principal will be responsible for receiving and reviewing the district screened applications. Reviewing applications, references and interviews will be the responsibility of the principal and sub-committee consisting of one or more of the School Base Council members. The Principal will consult with the School Based Council Members before a recommendation is made.

Quorum for Hiring
If a quorum of the members of the school council is not available to attend a meeting for the purpose of conducting consultation in the filling of a vacancy, the definition of a quorum for the purposes of filling the specified vacancy shall be "one or more members of the school council who are present for the consultation." The Principal may also consult/communicate with SBDM members via phone calls or e-mails of his recommendation to other members just to keep them informed and hear their input before final selection is made.

(Continued)

Policy Number

14.00 Cont.

Selection

Subsequent to the completion of the steps listed above, the principal shall make a selection of the qualified applicant to fill the vacancy and shall report this selection to the superintendent who will complete the hiring process.

Date Adopted 8/03/10 **Signature** Lloyd Sartin
Council Chairperson

Date Revised/ Updated/ Amended 6/3/13