

SCHOOL-BASED DECISION MAKING

School: **The Marion C. Moore School**

Subject of the Policy: **Consultation**

Interview Committee

For each vacancy that occurs at our school (except principal), the principal will call for members of an interview committee from the staff. There is no minimum or maximum size of this committee, and shall be determined by the principal's professional judgement and shall be the final composition of the committee. This interview should include at least one staff member who will work directly with the person to be hired. The principal will ensure that the hiring process occurs within an appropriate timeframe. Consultation with the council will take place after the interview committee has finished the last interview for the vacant position. This consultation, with the council, must take place during a regular or special called council meeting.

Consultation with the council

After interviews are complete, in a closed session the council will meet to discuss with the principal the findings of the interview committee and the recommendation by the principal for hire. If a quorum of the council fails to attend this meeting, the principal may either call another meeting or conduct the required consultation with the council members present so the hiring process may continue. After considering the input from the closed session consultation, the principal will make the final selection of the candidate and notify the superintendent of his or her choice.

Date of First Reading:

Date of Second Reading:

Date Adopted:

Signature: _____
(SBDM Council Chairperson)