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| **10. Consultation Policy** |

**School District: Leslie County School: Leslie County High**

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|  |  | **Operational Procedure** |  |
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|  |  | **Function** |  |
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| **Topics** | **Statement** |
|  | **10. Consultation Policy #**  The school council shall be consulted by the principal on all certified and classified vacancies that occur at the school.  When a school-based personnel vacancy has been posted the principal shall include "consultation with the school council for the (insert position title) vacancy" on the agenda of a regular or special meeting of the council.  The principal and school council shall meet the following timeline for filling vacancies:   * The principal shall copy and distribute written applications from all candidates on the qualified applicants list to the school council for their review within 5 days of the posted vacancy. The principal, one parent and one teacher council member will set a time to meet as a subcommittee of the council and screen applications within 5 days of the posted vacancy. * The principal shall conduct a reference check on each candidate selected at the subcommittee meeting and report the results of this reference check to the school council at a regular or special meeting of the council within 10 days of the posted vacancy. * The school council shall consider the council subcommittee and principal recommendations and shall provide its advice to the principal on who to select to fill the vacancy in a closed meeting of the council. * 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 principal shall call a special meeting and conduct consultation with the council members who can attend. The definition of quorum for the purposes of filling the specified vacancy in a situation when council members cannot all be present shall be: "*one or more members of the school council who are present for the consultation*."   Subsequent to the completion of the steps listed above, the principal shall make a selection of the qualified applicant to fill the vacancy within two weeks of the posted vacancy, and shall report this selection to the superintendent who will complete the hiring process.  The minutes of the school council for the meeting at which council recommendations occur shall state, "Consultation occurred for the filling of the (insert position title) vacancy."  This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement. |
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**Adopted: May 19, 2011 Signature**

**Chairperson**

**Amended**