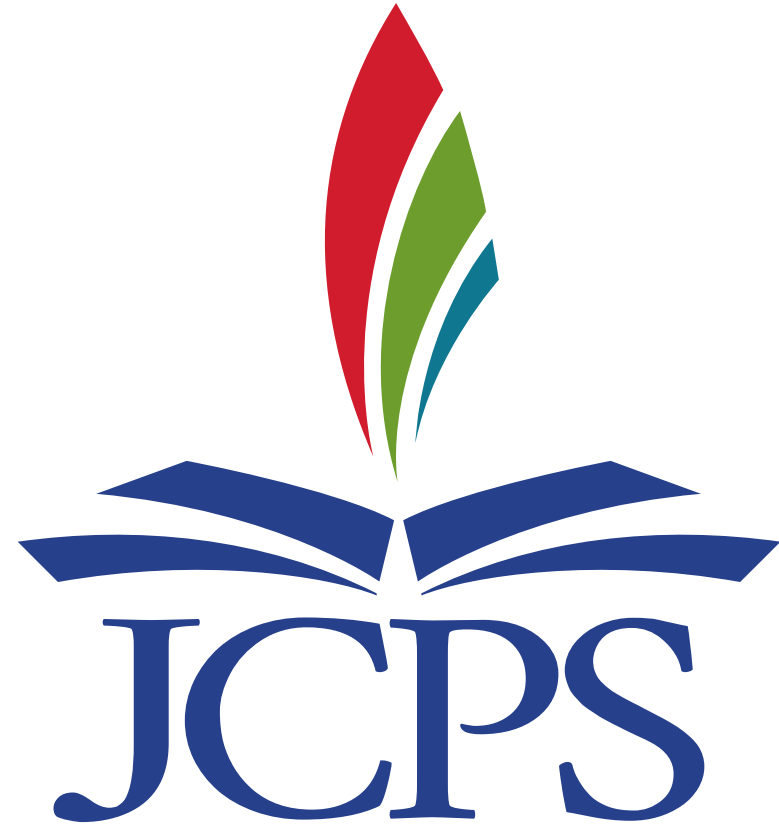


Superintendent Screening Committee

March 17, 2025



Agenda

- I. Welcome and Introductions
- II. Election of a Chairperson
- III. Overview of Superintendent Selection Process and Timeline
- IV. Overview of the role of the Superintendent Screening Committee
- V. Discussion regarding Confidentiality
- VI. Scheduling of Future Meeting Dates
- VII. Adjournment

160.352 Screening committee -- Minority representation -- Recommendations for superintendent.

- (1) For purposes of this section the term "minority" means American Indian; Alaskan native; African-American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific islander; or other ethnic group underrepresented in a local school district.
- (2) Each board of education shall appoint a superintendent of schools after receiving the recommendations of a screening committee. A screening committee shall be established within thirty (30) days of a determination by a board of education that a vacancy has occurred or will occur in the office of superintendent, except that when the board determines a vacancy will not occur before six (6) months from the date of determination, the board shall establish a screening committee at least ninety (90) days before the first date on which the position may be filled.
- (3) A screening committee shall be composed of:
 - (a) Two (2) teachers, elected by the teachers in the district;
 - (b) One (1) board of education member, appointed by the board chairman;
 - (c) One (1) principal, elected by the principals in the district;
 - (d) One (1) parent, elected by the presidents of the parent-teacher organizations of the schools in the district;
 - (e) One (1) classified employee, elected by the classified employees in the district; and
 - (f) If a minority member is not elected or appointed to a screening committee in districts with a minority population of eight percent (8%) or more, as determined by the enrollment on the preceding October 1, the committee membership shall be increased to include one (1) minority parent. This minority parent member shall be elected by the parents in an election conducted by the local school board. Parents in the district shall be given adequate notice of the date, time, place, and purpose of the election.
- (4) Prior to appointing a superintendent of schools, the board of education shall consider the recommendations of the screening committee, but the board shall not be required to appoint a superintendent from the committee's recommendations.

KRS 160.352

- Each board of education shall appoint a superintendent of schools after receiving the recommendations of a screening committee.
- The board shall establish a screening committee at least ninety (90) days before the first date on which the position may be filled.
- Committee membership:
 - Two teachers
 - One JCBE member
 - One principal
 - One parent
 - One classified employee
- Prior to appointing a superintendent of schools, the board of education shall consider the recommendations of the screening committee, but the board shall not be required to appoint a superintendent from the committee's recommendations.

Policy 02.1

BOARD RESPONSIBILITIES

The Board shall be responsible for:

1. Providing notice to teachers, principals and parent-teacher organizations regarding an impending vacancy in the office of Superintendent;
2. Deciding whether to use professional search consultants or additional committees;
3. Establishing a timeline for all phases of the search process;
4. Developing position criteria for the Superintendent and instructing the screening committee regarding the same;
5. Advertising the position;
6. Establishing procedures for receiving applications, corresponding with applicants and insuring the confidentiality of applications and related materials;
7. **Providing the screening committee with the original, or a copy, of all applicant materials;**
8. **Charging the committee regarding applicant confidentiality;**
9. **Establishing the date for the screening committee to report to the Board;**
10. **Receiving and giving consideration to the report of the screening committee;**
11. Interviewing such candidates as the Board sees fit; and
12. Hiring the Superintendent and establishing the conditions of his/her contract.

Policy 02.1 (cont.)

SCREENING COMMITTEE

Within thirty (30) days of a determination by the Board that a vacancy has occurred or will occur in the office of Superintendent, the Board shall establish a screening committee. The screening committee shall consist of two (2) teachers, elected by the teachers in the District; one (1) Board member, appointed by the Board chairperson; one (1) principal, elected by the principals in the District; and one (1) parent, elected by the presidents of the parent-teacher organizations of the schools in the District. If a minority member is not elected or appointed to the screening committee, the committee membership shall be increased to include one (1) minority parent, elected according to state law. The screening committee shall function in accordance with statutory requirements.

The Board shall not pay stipends to screening committee members for service on the committee.

COMMITTEE RESPONSIBILITIES

The screening committee shall have the following responsibilities:

1. Screen all candidates;
2. Employ any reasonable means it chooses to screen candidates;
3. Report its recommendations to the Board on the prescribed date; and
4. Consider additional responsibilities as assigned by the Board.

The committee shall not obligate the Board financially without the Board's prior approval.

APPOINTMENT

Prior to appointing the Superintendent, the Board shall consider the recommendations of the screening committee.



What can the SSC do?

- Establish screening criteria
- Screen candidate applications
- Construct interview questions
- Conduct interviews
- Check background information
- Contact references and others
- Make recommendations to the Board

Legal Requirements

- All SSC meetings must comply with the Kentucky Open Meetings Act
- Closed sessions must follow the same procedures as closed sessions for JCBE meetings
- Minutes must be taken and approved

Confidentiality

- Confidentiality agreement sent via email
- Avoid discussing candidates or deliberations outside official meetings.
- Refrain from sharing information with board members outside of official reporting.
- Secure all documents related to candidate evaluations.
- Report any breaches of confidentiality immediately.

Questions?

Ashley Lant
Assistant General Counsel -
Human Resources

Ashley.Lant@jefferson.kyschools.us
(502) 485-3880

