

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: MAY 8, 2018

REVISED:

302-AR-0. USE OF CONSULTANT

The Board may choose to hire a consultant to assist with the employment of a Superintendent or Assistant Superintendent. In such case, the following procedures will be utilized:

1. The Board selects a consultant.
2. The entire Board may participate throughout the process or may appoint a Board committee.
3. The Board and consultant determine the professional and personal criteria, skills and experience required for the position, in accordance with applicable law and regulations.
4. The consultant develops marketing materials and an application form.
5. The consultant advertises the position in media resources chosen by the consultant, with the input of the Board.
6. The consultant prints and/or distributes application materials to all prospective candidates.
7. The consultant receives and reviews applications from candidates, and answers their questions.
8. The consultant conducts preliminary background checks to ensure the eligibility of applicants.
9. The consultant presents completed files of all eligible applicants to the Board for its consideration.
10. Based on the stated criteria, skills and experience requirements, the Board selects applicants to be interviewed.
11. The consultant develops a schedule of interviews.
12. The Board conducts the initial interviews and ranks all candidates at the conclusion of all interviews.
13. The Board selects several candidates and conducts final interviews.

14. The consultant completes reference checks on the finalist candidates.
15. The Board, and designated administrators if applicable, conducts background visits of the finalists.
16. The Board reviews all reference checks, interview notes, and related documents and selects the nominee for the position.
17. The Board President or Committee Chair, after consultation with the District's solicitor, notifies the recommended candidate.
18. The Board negotiates a contract with the nominee.

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302-AR-1. COMMISSIONS

The School Code states that a District Superintendent and Assistant Superintendent will be commissioned by the Secretary of Education. A commission will be issued under the following circumstances:

1. Election of a properly qualified person.
2. Re-election of a properly qualified person.
3. Extension of an incumbent's term.

Elections may be held when a position is established or a vacancy exists. A resignation, dismissal, retirement or death of the incumbent would create a vacancy.

Re-elections may be held in the last year of an incumbent's term. In this situation, the Board may retain the incumbent for a further term of three (3) to five (5) years. Notice of such retention must occur at a regular meeting of the Board at least 150 days prior to the end of the incumbent's term.

Changes

All changes concerning commissioned officers and officials in acting or substitute status require written notice, which is a copy of the Board resolution, to the School Services Unit. When changes occur, the following procedures will be followed:

1. New/Renewal of Superintendent – When the Board appoints a Superintendent, the Board will promptly complete the required application, and include a copy of the Superintendent's Letter of Eligibility. If the change occurred prior to the fulfillment of the previous officer's term, the Board must submit evidence of the vacancy, which is a copy of the Board resolution.
2. New/Renewal of Assistant Superintendent – When the Board appoints an Assistant Superintendent, the Board will promptly complete the required application and include a copy of the Letter of Eligibility. If the change occurred prior to the fulfillment of the previous officer's term, the Board must submit evidence of the vacancy, which is a copy of the Board resolution.

3. Acting Superintendent/Assistant Superintendent – When the Board appoints an Acting Superintendent or Acting Assistant Superintendent, the Board will promptly forward written notification to the School Services Unit. The notification will include: the appointment, its effective date, its termination date, and copy of Board resolution. If an incumbent's resignation, retirement or death required the appointment, the notification will state that.

The term of an Acting Superintendent or Acting Assistant Superintendent will be no longer than one (1) year from the time of appointment. A commission is not issued and a Letter of Eligibility is not required.

4. Substitute Superintendent/Assistant Superintendent – When the Board appoints a Substitute Superintendent or Substitute Assistant Superintendent, the Board will promptly forward written notification to the School Services Unit. The notification will include: the appointment, its effective date, its termination date, and copy of Board resolution.

The Board may appoint a Substitute Superintendent or Substitute Assistant Superintendent to serve for such period of time as the regular Superintendent or Assistant Superintendent is absent on leave. The notification must include a copy of the appointee's Letter of Eligibility. A commission is not issued.