

Recruitment of Superintendent

The appointment of a superintendent is a function of the Board. The Board shall take steps to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, final selection shall rest with the Board after a thorough consideration of qualified applicants.

A vote of the majority of Board members present at a Board meeting for which due notice has been given of the intended action shall be required for the appointment of the superintendent.

Search process

When the Board conducts a search for the position, the writing or revising of the job description, requirements for applicants, selection procedures and applicable deadlines shall be adopted at a public meeting.

Records submitted to the district by an applicant for a superintendent position shall remain confidential until the applicant becomes a finalist for the position if so requested in writing by the applicant when submitting the records..

A list of all finalists being considered for the position shall be made public by the Board at least 14 days prior **to appointing one of the finalists to fill the position. No offer of appointment shall be made prior to this public notice.**

When an applicant becomes a finalist, all records submitted by the applicant shall be available for public inspection except that letters of reference or medical, psychological and sociological data shall remain confidential.

An applicant shall become a finalist when he is chosen for an interview or when he is still being considered for the position 21 days prior to the Board's selection of a person to fill the position, whichever comes first. However if there are six or fewer applicants competing for the position, all shall be considered finalists.

Adopted by the Board of Education June 30, 1999

LEGAL REFS.: C.R.S. 22-32-110 (1)(g) (*power to employ a CEO*)

C.R.S. 22-44-115 (4) (*administrative contracts*)

C.R.S. 24-6-402 (2)(d)(IV) (*outcome of a secret ballot vote must be recorded contemporaneously in the minutes*)

C.R.S. 24-6-402 (3.5) (*search committee duties*)

C.R.S. 24-72-204 (3)(a)(XI)(A) (*inspection of public records*)

NOTE: Colorado's open meetings law permits local boards of education to select the membership of any superintendent search committee by secret ballot. C.R.S. [24-6-402\(2\)\(d\)\(IV\)](#). If the selection of the search committee is by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes. Id.

[Legal refs. revised March 2013]

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