

Bylaws of the Board

Recruitment and Appointment of Superintendent

The appointment of a Superintendent of Schools is the legal responsibility of the Ledyard Board of Education. The Board shall conduct an active search to find a person who can most effectively translate into action the policies of the Board, the aspirations of the community, and foster a diverse professional staff. Efforts shall be made to increase recruitment of underrepresented groups, including but not limited to women, minorities and people with disabilities, through the use of nontraditional sources. Applicants who can best fulfill the role shall be sought from within the school system and from without.

Search Consultant

When the Board starts a search for a new Superintendent, it first shall decide whether or not to hire a qualified search consultant. The selection of any consultant, if deemed appropriate, shall be through a process consistent with the Board's affirmative action policies.

Desired Qualifications, Functions and Responsibilities of Superintendent

The Board, may work with a search consultant, and will develop a set of qualifications and prioritize the functions and responsibilities it wishes the Superintendent to discharge. The consultant will work in conjunction with the Board to develop a set of qualifications and responsibilities associated with the Superintendent's position.

The Board of Education and the consultant will recognize efforts made to increase recruitment of underrepresented groups. Some of the recruitment procedures will include sending notices of Superintendent vacancies to groups, such as the following types of organizations: placement offices; women's centers or minority affairs offices; Superintendent organizations; journals; associations; and other publications and associations which reach underrepresented groups. Other recruitment sources also include: local news media; local community organizations; newspapers; newsletters; and specialized employment programs. A network of people who have access to contact with underrepresented groups of candidates will be established and maintained.

Search Committee

The Board shall establish a search committee. The Chairperson of the Board shall appoint a member of the Board as the chairperson of the search committee.

The search committee shall seek the advice and counsel of a broad variety of groups within the District that are representative of the demographics of the community.

The search committee and the Board shall receive training related to the issues surrounding an equitable hiring process and recruitment issues. This training should be designed to ensure a consistent interview process, as well as to reduce bias and stereotyping.

The search committee, responding to input from the Board and community, shall screen applicants, interview semi-finalists, and recommend a small number of candidates to the full Board for final selection. Final selection of the Superintendent shall rest with the Board after a thorough consideration of qualified applicants.

Time Frame and Budget

The Board shall estimate a time frame for the search and prepare a budget for the search process. As the search progresses, the Board shall update the budget and schedule as necessary.

Candidate Recruitment

The Board shall utilize strategies to increase recruitment of underrepresented groups. Some of these recruitment strategies may include sending notices of Superintendent vacancies to groups, such as the following types of organizations: placement offices, women's centers or minority affairs offices, Superintendent organizations, professional journals, associations, and other publications and associations which reach underrepresented groups, as well as local news media, local community organizations, newspapers, newsletters, and specialized employment programs.

Interviews and Reference Checks

A check of a candidate's professional qualifications and references shall be conducted for each candidate recommended for interview by the full Board.

There shall be at least two interviews – one preliminary interview conducted by the search committee and one by the entire Board. All Board members should participate in the interview of all finalist candidates.

Appointment of Superintendent

The Superintendent shall be appointed by a majority vote of the full Board. The vote to appoint a Superintendent shall occur at a Board meeting for which due notice has been given of the intended action.

Report to Commissioner of Education

The Board shall submit to the Commissioner of Education, within seven days after receipt of notice of the decision of a candidate to accept a contract offer for employment as a new Superintendent, the name and address of the person accepting such offer. The prospective Superintendent shall not assume the duties and responsibilities of the Superintendent until the Board receives written confirmation from the Commissioner of Education that the person to be employed is properly certified.

Legal References:

Connecticut General Statutes

10-157. Superintendents: Relationship to local or regional board of education; verification of certification status; written contract of employment; evaluation of superintendent by board of education.

10-226. Reports to Commissioner of Education.

Bylaw adopted: November 16, 2005
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LEDYARD PUBLIC SCHOOLS