

# Morrow County School District- Proposed

## Superintendent Search Calendar

DATE	BOARD	CONSULTANT
<b>Nov. 8*</b>	<ul style="list-style-type: none"> <li>Hire search agency</li> </ul> <i>Regular public meeting</i>	
<b>Nov. 17*</b>	<ul style="list-style-type: none"> <li>Declare vacancy</li> <li>Approve executive search process calendar</li> </ul> <i>Special public meeting</i>	<ul style="list-style-type: none"> <li>Facilitate board approval of search calendar</li> </ul>
Nov. 22 – Dec. 6	Online survey available	<ul style="list-style-type: none"> <li>Facilitate staff and community input for new executive qualifications</li> </ul>
<b>Dec. 13*</b>	<ul style="list-style-type: none"> <li>Public comment on qualities &amp; qualifications</li> <li>Discuss and adopt desired qualities &amp; qualifications</li> <li>Set dates, times and location of screening committee training</li> <li>Identify potential screening committee members</li> <li>Create salary range for posting</li> </ul> <i>Regular public meeting</i>	<ul style="list-style-type: none"> <li>Present public input report to board</li> <li>Facilitate conversation on screening committee and salary range</li> </ul>
Dec. 14		<ul style="list-style-type: none"> <li>Develop professional recruiting brochure</li> <li>Develop notice of vacancy</li> <li>Advertise position</li> </ul>
Dec. 15		<ul style="list-style-type: none"> <li>Begin accepting applications</li> </ul>
Jan. 10	<ul style="list-style-type: none"> <li>Select screening committee members</li> </ul> <i>Regular public meeting</i>	
Dec. 15 – Feb. 2	Seven weeks	<ul style="list-style-type: none"> <li>Receive applications</li> <li>Recruit candidates respond to inquiries</li> </ul>
Feb. 2		<ul style="list-style-type: none"> <li>Applications close</li> <li>Review all applicant submissions; prepare for screening</li> </ul>
<b>Feb. 3* (7 pm)</b>	<ul style="list-style-type: none"> <li>Attend screening committee training</li> <li>Review list of candidates</li> <li>Establish contract parameters</li> </ul> <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> <li>Train screening committee on screening process, tools and timeline</li> </ul>
Feb. 4 - 8	<ul style="list-style-type: none"> <li>Screen applications and submit rankings</li> </ul>	<ul style="list-style-type: none"> <li>Assist with ranking process as needed</li> </ul>

<b>Feb. 9 *</b> <b>(6 pm)</b>	<ul style="list-style-type: none"> <li>• Select candidates to interview</li> <li>• Develop interview schedule</li> <li>• Develop interview questions</li> <li>• Establish contract parameters</li> </ul> <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> <li>• Present screening committee/board ranking results; facilitate board's selection of candidates to interview</li> <li>• Train board on interview procedures</li> <li>• Train board on proper internet &amp; social media check protocols</li> <li>• Provide interview questions for review and facilitate consensus on interview questions</li> </ul>
Feb. 10 – Mar. 22	<ul style="list-style-type: none"> <li>• Conduct internet &amp; social media checks on upcoming interviewees</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule initial interviews with candidates</li> <li>• Assist with internet &amp; social media checks, as needed.</li> </ul>
<b>Feb. 23 - 27*</b> <b>(T.B.D.)</b>	<ul style="list-style-type: none"> <li>• Debrief results from internet &amp; social media checks</li> <li>• Conduct interviews</li> <li>• Select finalists</li> <li>• Establish contract parameters</li> </ul> <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> <li>• Attend last interview and facilitate selection of finalists</li> <li>• Train board on conducting in-depth reference checks and site visits</li> </ul>
Feb. 28 – Mar. 13	<ul style="list-style-type: none"> <li>• Send disclosure release form to finalists' last three education providers (ORS 339.370- 339.378)</li> <li>• Conduct in-depth reference checks and site visits</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule finalists' interviews</li> <li>• Assist with reference checking and site visits as needed</li> </ul>
<b>Mar. 14 – 15*</b> <b>(T.B.D.)</b>	<ul style="list-style-type: none"> <li>• Hold finalist forum/"Day in the Community"</li> <li>• Debrief reference checks and site visit information</li> <li>• Conduct final interviews</li> <li>• Establish contract parameters</li> </ul> <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> <li>• Develop finalist forum schedule, if needed</li> <li>• Moderate community Q&amp;A as needed</li> <li>• Attend final interview and facilitate consensus on "first choice" candidate</li> </ul>
Mar. 16 – 20	<ul style="list-style-type: none"> <li>• Negotiate contract with "first choice" candidate</li> </ul>	
Mar. 21	<ul style="list-style-type: none"> <li>• Vote to hire candidate/approve contract in open public meeting</li> <li>• Announce selection</li> </ul> <i>Special public meeting</i>	<ul style="list-style-type: none"> <li>• Develop press release, if needed</li> </ul>
Before July 1	<ul style="list-style-type: none"> <li>• Create transition plan for new superintendent and board</li> </ul>	<ul style="list-style-type: none"> <li>• Meets with the new superintendent &amp; board to create transition plan</li> </ul>
July 1	<ul style="list-style-type: none"> <li>• New executive begins</li> </ul>	
After July 1	<ul style="list-style-type: none"> <li>• COSA mentoring program provided to the new superintendent</li> </ul>	Acts as a liaison between school district/superintendent and COSA as needed. OSBA provides part of the content for this mentoring program.

\*Consultant is in attendance (may be virtually).