

Neah-Kah-Nie School District

Proposed 2022 Executive Search Calendar

DATE	BOARD	CONSULTANT
*Oct 10	<ul style="list-style-type: none"> • Declare vacancy • Approve executive search process calendar <i>Regular public meeting</i>	<ul style="list-style-type: none"> • Facilitate board approval of search calendar
Oct 18 – Nov 1	Online survey available	<ul style="list-style-type: none"> • Facilitate staff and community input for new executive qualifications
*Nov 21 (special meeting)	<ul style="list-style-type: none"> • Discuss and adopt desired qualities and qualifications • Set dates, times and location of screening committee training • Identify potential screening committee members • Create salary range for posting <i>Regular public meeting</i>	<ul style="list-style-type: none"> • Present public input report to board • Facilitate conversation on screening committee and salary range
Nov 22-24		<ul style="list-style-type: none"> • Develop professional recruiting electronic flyer • Develop notice of vacancy • Advertise position
Nov 25		<ul style="list-style-type: none"> • Begin accepting applications
Dec 12 (Scheduled Meeting)	<ul style="list-style-type: none"> • Select screening committee members <i>Regular public meeting</i>	
Nov 25 – Jan 20	Eight Weeks	<ul style="list-style-type: none"> • Receive applications • Recruit candidates respond to inquiries
Jan 20		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
*Jan 25 (TBD)	<ul style="list-style-type: none"> • Attend screening committee training • Review list of candidates • Establish contract parameters <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> • Train screening committee on screening process, tools and timeline
Jan 26 – Feb 2	<ul style="list-style-type: none"> • Screen applications and submit rankings 	<ul style="list-style-type: none"> • Assist with ranking process as needed

*Feb 6	<ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> • Present screening committee/board ranking results; facilitate board's selection of candidates to interview • Train board on interview procedures • Train board on proper internet & social media check protocols • Provide interview questions for review and facilitate consensus on interview questions
Feb 7-20	<ul style="list-style-type: none"> • Conduct internet & social media checks on upcoming interviewees 	<ul style="list-style-type: none"> • Schedule initial interviews with candidates • Assist with internet & social media checks, as needed.
*Feb 22-25 (T.B.D.)	<ul style="list-style-type: none"> • Debrief results from internet & social media checks • Conduct interviews • Select finalists <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> • Attend last interview and facilitate selection of finalists • Train board on conducting in-depth reference checks and site visits
Feb 26-Mar 6	<ul style="list-style-type: none"> • Conduct in-depth reference checks and site visits 	<ul style="list-style-type: none"> • Schedule finalists' interviews • Assist with reference checking and site visits as needed
*Mar 14-16 (T.B.D.)	<ul style="list-style-type: none"> • Hold finalists forum/"Day in the Community" • Debrief reference checks and site visit information • Conduct final interviews <i>Special public meeting/Executive session</i>	<ul style="list-style-type: none"> • Develop finalist forum schedule, if needed • Moderate community Q&A as needed • Attend final interview and facilitate consensus on "first choice" candidate
Mar 16-26	<ul style="list-style-type: none"> • Negotiate contract with "first choice" candidate 	
Mar 27 (special meeting)	<ul style="list-style-type: none"> • Vote to hire candidate/approve contract in open public meeting • Announce selection <i>Special/ (Regular) public meeting</i>	<ul style="list-style-type: none"> • Develop press release, if needed
Before July 1	<ul style="list-style-type: none"> • Create transition plan for new executive and board 	<ul style="list-style-type: none"> • Meets with the new executive & board to create transition plan
July 1	<ul style="list-style-type: none"> • New executive begins 	
After July 1	<ul style="list-style-type: none"> • COSA mentoring program provided to the new executive 	Acts as a liaison between school district/executive and COSA as needed. OSBA provides part of the content for this mentoring program.

* Consultant is in attendance (may be virtually).