

Sheridan SD

Superintendent Search Calendar – APPROVED

DATE	BOARD	CONSULTANT
March 18*	<ul style="list-style-type: none"> • Declare vacancy • Vote to hire OSBA to facilitate search process • Approve executive search process calendar • Discuss and adopt desired qualities and qualifications • Set dates, times and location of screening committee training • Identify potential screening committee members • Discuss salary comparison and set salary range <i>Regular public meeting</i>	<ul style="list-style-type: none"> • Facilitate board approval of search calendar • Present public input report to board
March 19		<ul style="list-style-type: none"> • Develop professional recruiting electronic flyer • Develop notice of vacancy • Advertise position
March 20		<ul style="list-style-type: none"> • Begin accepting applications
April 15	<ul style="list-style-type: none"> • Select screening committee members <i>Regular public meeting</i>	
March 20 – April 26	Five Weeks	<ul style="list-style-type: none"> • Receive applications • Recruit candidates respond to inquiries
April 26		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
April 30* 6:00 pm	<ul style="list-style-type: none"> • Attend screening committee training • Screen applications and submit rankings <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> • Train screening committee on screening process, tools and timeline
May 7* 5:00 pm	<ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters • Board conducts internet searches <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> • Present screening committee recommendations to the board; facilitate selection of candidates to interview • Train board on interview and reference check processes • Provide interview questions for review and facilitate consensus on interview questions • Schedule initial interviews with candidates

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May 14-17*	<ul style="list-style-type: none"> • 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
May 18 - 25	<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 • Verify licensure of finalists
May 26-27*	<ul style="list-style-type: none"> • Hold finalist forum • Conduct final interviews <i>Special public meeting/Executive session</i>	<ul style="list-style-type: none"> • Develop finalist forum schedule, if needed • Attend final interview and facilitate consensus on "first choice" candidate
May 28 – June 2	<ul style="list-style-type: none"> • Negotiate contract with "first choice" candidate 	
June 3	<ul style="list-style-type: none"> • Vote to hire candidate in open public meeting • Announce selection <i>Special 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 superintendent and board 	<ul style="list-style-type: none"> • Meets with the new superintendent & board to create transition plan
July 1 ????	<ul style="list-style-type: none"> • New executive begins (Possible start date after July 1) 	
After July 1	<ul style="list-style-type: none"> • COSA mentoring program provided to the new superintendent 	<ul style="list-style-type: none"> Acts as a liaison between school district/superintendent and COSA as needed. OSBA provides part of the content for this mentoring program.

*Consultant is on-site.