

# Sheridan SD

## Superintendent Search Calendar – APPROVED

DATE	BOARD	CONSULTANT
<b>March 18*</b>	<ul style="list-style-type: none"> <li>• Declare vacancy</li> <li>• Vote to hire OSBA to facilitate search process</li> <li>• Approve executive search process calendar</li> <li>• Discuss and adopt desired qualities and qualifications</li> <li>• Set dates, times and location of screening committee training</li> <li>• Identify potential screening committee members</li> <li>• Discuss salary comparison and set salary range</li> </ul> <p><i>Regular public meeting</i></p>	<ul style="list-style-type: none"> <li>• Facilitate board approval of search calendar</li> <li>• Present public input report to board</li> </ul>
March 19		<ul style="list-style-type: none"> <li>• Develop professional recruiting electronic flyer</li> <li>• Develop notice of vacancy</li> <li>• Advertise position</li> </ul>
March 20		<ul style="list-style-type: none"> <li>• Begin accepting applications</li> </ul>
April 15	<ul style="list-style-type: none"> <li>• Select screening committee members</li> </ul> <p><i>Regular public meeting</i></p>	
March 20 – April 26	Five Weeks	<ul style="list-style-type: none"> <li>• Receive applications</li> <li>• Recruit candidates respond to inquiries</li> </ul>
April 26		<ul style="list-style-type: none"> <li>• Applications close</li> <li>• Review all applicant submissions; prepare for screening</li> </ul>
<b>April 30*</b> <b>6:00 pm</b>	<ul style="list-style-type: none"> <li>• Attend screening committee training</li> <li>• Screen applications and submit rankings</li> </ul> <p><i>Special public meeting/executive session</i></p>	<ul style="list-style-type: none"> <li>• Train screening committee on screening process, tools and timeline</li> </ul>
<b>May 7*</b> <b>5:00 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> <li>• Board conducts internet searches</li> </ul> <p><i>Special public meeting/executive session</i></p>	<ul style="list-style-type: none"> <li>• Present screening committee recommendations to the board; facilitate selection of candidates to interview</li> <li>• Train board on interview and reference check processes</li> <li>• Provide interview questions for review and facilitate consensus on interview questions</li> <li>• Schedule initial interviews with candidates</li> </ul>
<b>May 14-17*</b>	<ul style="list-style-type: none"> <li>• Conduct interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Attend last interview and facilitate</li> </ul>

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

\*Consultant is on-site.