

Corbett School District ADOPTED

Superintendent Search Calendar

DATE	BOARD	CONSULTANT
Oct. 20* (7 pm)	<ul style="list-style-type: none"> • Hire search agency • 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. 28 – Nov. 11	Online survey available	<ul style="list-style-type: none"> • Facilitate staff and community input for new executive qualifications
Nov. 16* (7 pm)	<ul style="list-style-type: none"> • Public comment on qualities & qualifications • Discuss and adopt desired qualities & qualifications • Set dates, times and location of screening committee training • Identify potential screening committee members • Create salary range for posting <i>Special public meeting</i>	<ul style="list-style-type: none"> • Present public input report to board • Facilitate conversation on screening committee and salary range
Nov. 17		<ul style="list-style-type: none"> • Develop professional recruiting brochure • Develop notice of vacancy • Advertise position
Nov. 18		<ul style="list-style-type: none"> • Begin accepting applications
Dec. 15 (7 pm)	<ul style="list-style-type: none"> • Select screening committee members <i>Regular public meeting</i>	
Nov. 18 – Jan. 26	Ten Weeks	<ul style="list-style-type: none"> • Receive applications • Recruit candidates respond to inquiries
Jan. 26		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
Jan. 27* (7 pm)	<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. 27 – Feb. 1	<ul style="list-style-type: none"> • Screen applications and submit rankings 	<ul style="list-style-type: none"> • Assist with ranking process as needed

Feb. 2 * (5:30 pm)	<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. 3 – 14	<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. 15 - 19* (T.B.D.)	<ul style="list-style-type: none"> • Debrief results from internet & social media checks • Conduct interviews • Select finalists • Establish contract parameters <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. 20 – Mar. 6	<ul style="list-style-type: none"> • Send disclosure release form to finalists' last three education providers (ORS 339.370- 339.378) • 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. 10 – 11* (T.B.D.)	<ul style="list-style-type: none"> • Hold finalist forum/"Day in the Community" • Debrief reference checks and site visit information • Conduct final interviews • Establish contract parameters <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. 12 – 15	<ul style="list-style-type: none"> • Negotiate contract with "first choice" candidate 	
Mar. 17	<ul style="list-style-type: none"> • Vote to hire candidate/approve contract 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 	
After July 1	<ul style="list-style-type: none"> • COSA mentoring program provided to the new superintendent 	<p>Acts as a liaison between school district/superintendent and COSA as needed. OSBA provides part of the content for this mentoring program.</p>

*Consultant is in attendance (may be virtually).