

**Pendleton School District
Superintendent Search Calendar
November 3, 2015
*Proposed Work Calendar (rev1)***

<u>Date</u>	<u>Activity</u>	
2015		
Nov 2-12	Telephone interviews with local leaders Online survey for superintendent qualifications Meetings and focus groups	(Consultant) (District Website) (Consultant)
	Confidential staff Licensed staff Classified staff Administrators Student leaders Community	
Nov 3	Planning meeting with Board representatives	(Consultant)
	Consultants Board representatives Board Secretary/Assistant	
Nov 9	Board Meeting (Regular)	(Public Session)
	Board declares position vacant effective July 1, 2016	
Dec 8	Board Meeting (Work Session)	(Public Session)
	Consultant explains planned search process Board adopts search calendar Discuss search advertising/posting Board approves search advertising budget Consultant report on qualifications information Board takes public comment on qualifications Board discuss qualifications Board approves qualifications Board adopts salary range for position Discuss Screening Committee process	
Dec 11	Post notice of vacancy Open application period Begin candidate recruiting Begin vacancy advertising	(Consultant)
Dec 14	Board Meeting (Regular)	(Public Session)
Dec 18-Jan 4	Winter holiday break	

2016

Jan 5	Board Meeting (Work Session)	(Public Session)
Jan 11	Board Meeting (Regular) Board names screening committee	(Public Session)
Feb 2	Board Meeting (Work Session)	(Public Session)
Feb 8	Board Meeting (Regular)	(Public Session)
Feb 12	Close application period	(Consultant)
Feb 16	Special Board Meeting Screening training (Consultant presents) Present applications to screening committee Begin reviewing applications	(Public Session) (Executive Session)
Feb 16-20	Committee & Board review applications (Individual application reviews by screeners)	(Executive Session)
Feb 23	Special Board Meeting Screening debrief (Consultant facilitates) Select interview candidates Interview training Select interview topics Set interview schedule	(Executive Session)
Feb 29-Mar 4	Board conducts initial interviews (Schedule TBD)	(Executive Session)
Mar 4	Special Board Meeting (At conclusion of last interview) Debrief interviews (Consultant facilitates) Board selects finalists Reference check training & organization	(Executive Session)
Mar 8	Board Meeting (Work Session)	(Public Session)
Mar 9-18	Board members conduct reference checks Consultant conducts reference checks Board members conduct site visits Meet & greet” in-district activities for finalists Board conduct 2 nd interviews Debrief 2 nd interviews (Consultant facilitates) Debrief reference checks & site visits Board selects new superintendent	(District) (Executive Session)

Mar 14	Board Meeting (Regular)	(Public Session)
Mar 18-21	Board negotiates tentative contract with new superintendent	
Mar 21-25	Spring Break	
Apr 5	Board Meeting (Work Session)	(Public Session)
	Board announces new superintendent selection	
	New superintendent officially offered contract	
Apr 11	Board Meeting (Regular)	(Public Session)
July 1, 2016	New superintendent begins employment	