

Suggestions by:
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Proposed Executive Search Calendar Sheridan School District

DATE	BOARD	CONSULTANT
August 15*	<ul style="list-style-type: none"> Approve executive search process calendar and establishes budget <i>Public meeting - (regular board meeting)</i>	<ul style="list-style-type: none"> Facilitate board approval of search calendar Provide information to help board establish budget
Oct. 8-12*		<ul style="list-style-type: none"> Facilitate staff and community input for new executive qualifications
Oct. 10 <i>move to Oct. 23</i>		<ul style="list-style-type: none"> Notice of vacancy distributed and posted on web Advertise position
October 17*	<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 <i>Public meeting - (regular board meeting)</i>	<ul style="list-style-type: none"> Present public input report to board
Oct. 15-23	<ul style="list-style-type: none"> Review and approve search brochure 	<ul style="list-style-type: none"> Develop professional recruiting brochure
Oct. 29		<ul style="list-style-type: none"> Begin accepting applications
Nov. 14 <i>Board mtg. Nov. 21</i>	<ul style="list-style-type: none"> Select screening committee members. OSBA Legal staff present contract analysis <i>Public meeting - (regular board meeting)</i>	<ul style="list-style-type: none"> Facilitate OSBA attorney presentation of analysis of current executive's contract
Oct. 29-Jan. 4		<ul style="list-style-type: none"> Receive applications
Dec 19*	<i>Select Screening Committee</i>	<ul style="list-style-type: none"> Recruit candidates, respond to inquiries
Jan. 4		<ul style="list-style-type: none"> Applications close Review all applicant submissions; prepare for screening
Jan. 15*	<ul style="list-style-type: none"> Attend screening committee training Screen applications and submit rankings <i>Public meeting/executive session - (regular board meeting)</i>	<ul style="list-style-type: none"> Train screening committee on screening process, tools and time line
Feb. 20* <i>this is a Board mtg</i>	<ul style="list-style-type: none"> Select candidates to interview Develop interview schedule Develop interview questions Establish contract parameters <i>Public meeting/executive session - (regular board meeting)</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
Feb. 27-29* <i>would need to schedule a second</i>	<ul style="list-style-type: none"> Conduct interviews Conduct preliminary reference checks Select finalists <i>Public meeting/executive session - (regular board meeting)</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
March 4-14	<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 Verify licensure of finalists
March 18-22* <i>March 20*</i>	<ul style="list-style-type: none"> Hold finalist forum Conduct final interviews <i>Executive session - (regular board meeting)</i>	<ul style="list-style-type: none"> Develop finalist forum schedule, if needed Attend final interview and facilitate consensus on "first choice" candidate
March 25-29	<ul style="list-style-type: none"> Negotiate contract with "first choice" candidate 	
April 17	<ul style="list-style-type: none"> Vote to hire candidate in open public meeting Announce selection <i>Public meeting - (?regular board meeting)</i>	<ul style="list-style-type: none"> Develop press release, if needed
July 1	<ul style="list-style-type: none"> New executive begins 	
After July 1	<ul style="list-style-type: none"> Attend Roles and Responsibilities Workshop <i>Public meeting (board work session)</i>	<ul style="list-style-type: none"> Facilitate scheduling of Roles and Responsibilities Workshop
After July 1	<ul style="list-style-type: none"> Policy and Oregon law review session provided to new executive 	<ul style="list-style-type: none"> Facilitate scheduling of policy and law review session

*Consultant on-site