

## Proposed Executive Search Calendar Sheridan School District

DATE	BOARD	CONSULTANT
<b>August 15*</b>	<ul style="list-style-type: none"> <li>Approve executive search process calendar and establishes budget</li> </ul> <i>Public meeting - (regular board meeting)</i>	<ul style="list-style-type: none"> <li>Facilitate board approval of search calendar</li> <li>Provide information to help board establish budget</li> </ul>
<b>Oct. 8-12*</b>		<ul style="list-style-type: none"> <li>Facilitate staff and community input for new executive qualifications</li> </ul>
Oct. 10		<ul style="list-style-type: none"> <li>Notice of vacancy distributed and posted on web</li> <li>Advertise position</li> </ul>
<b>October 17*</b>	<ul style="list-style-type: none"> <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> </ul> <i>Public meeting - (regular board meeting)</i>	<ul style="list-style-type: none"> <li>Present public input report to board</li> </ul>
Oct. 15-23	<ul style="list-style-type: none"> <li>Review and approve search brochure</li> </ul>	<ul style="list-style-type: none"> <li>Develop professional recruiting brochure</li> </ul>
Oct.29		<ul style="list-style-type: none"> <li>Begin accepting applications</li> </ul>
Nov. 14	<ul style="list-style-type: none"> <li>Select screening committee members</li> <li>OSBA Legal staff present contract analysis</li> </ul> <i>Public meeting - (regular board meeting)</i>	<ul style="list-style-type: none"> <li>Facilitate OSBA attorney presentation of analysis of current executive's contract</li> </ul>
Oct. 29-Jan.4		<ul style="list-style-type: none"> <li>Receive applications</li> <li>Recruit candidates, respond to inquiries</li> </ul>
Jan. 4		<ul style="list-style-type: none"> <li>Applications close</li> <li>Review all applicant submissions; prepare for screening</li> </ul>
<b>Jan. 15*</b>	<ul style="list-style-type: none"> <li>Attend screening committee training</li> <li>Screen applications and submit rankings</li> </ul> <i>Public meeting/executive session - (regular board meeting)</i>	<ul style="list-style-type: none"> <li>Train screening committee on screening process, tools and time line</li> </ul>
<b>Feb. 20*</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> </ul> <i>Public meeting/executive session - (regular board meeting)</i>	<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>Feb. 27-29*</b>	<ul style="list-style-type: none"> <li>Conduct interviews</li> <li>Conduct preliminary reference checks</li> <li>Select finalists</li> </ul> <i>Public meeting/executive session - (regular board meeting)</i>	<ul style="list-style-type: none"> <li>Attend last interview and facilitate selection of finalists</li> <li>Train board on conducting in-depth reference checks and site visits</li> </ul>
March 4-14	<ul style="list-style-type: none"> <li>Send disclosure release form to finalists' last three education providers (ORS 339.370-339.378)</li> <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>March 18-22*</b>	<ul style="list-style-type: none"> <li>Hold finalist forum</li> <li>Conduct final interviews</li> </ul> <i>Executive session - (regular board meeting)</i>	<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>
March 25-29	<ul style="list-style-type: none"> <li>Negotiate contract with "first choice" candidate</li> </ul>	
April 17	<ul style="list-style-type: none"> <li>Vote to hire candidate in open public meeting</li> <li>Announce selection</li> </ul> <i>Public meeting - (?regular board meeting)</i>	<ul style="list-style-type: none"> <li>Develop press release, if needed</li> </ul>
July 1	<ul style="list-style-type: none"> <li>New executive begins</li> </ul>	
After July 1	<ul style="list-style-type: none"> <li>Attend Roles and Responsibilities Workshop</li> </ul> <i>Public meeting (board work session)</i>	<ul style="list-style-type: none"> <li>Facilitate scheduling of Roles and Responsibilities Workshop</li> </ul>
After July 1	<ul style="list-style-type: none"> <li>Policy and Oregon law review session provided to new executive</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate scheduling of policy and law review session</li> </ul>

\*Consultant on-site