



Corbett School District

Executive Search Calendar

PROPOSED

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DATE	BOARD	CONSULTANT
Preparation Phase		
Oct. 15 (TBD)	● Declare vacancy ● Approve executive search process calendar ● Regular public meeting	● Facilitate board approval of search calendar
Qualification Phase		
Oct. 28 – Nov. 12	Online survey available	● Facilitate staff and community input for new executive qualifications
Nov. 19 (TBD)	● Take public comment on the qualities and qualifications of the executive ● Discuss and adopt desired qualities and qualifications ● Set dates, times, and location of screening committee training ● Identify potential screening committee members ● Create a salary range <i>Regular public meeting</i>	● Present public input report to the board ● Facilitate conversation on screening committee and salary range
Nov. 20-26		● Develop professional recruiting electronic flyer ● Develop notice of vacancy ● Advertise position
Dec. 1		● Begin accepting applications
Dec. 17 (TBD)	● Select screening committee members <i>Regular public meeting</i>	
Dec. 1 – Jan. 26	Eight Weeks	● Receive applications ● Recruit candidates respond to inquiries

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Screening Phase		
Jan. 21	● Attend screening committee training ● Review list of candidates ● Establish contract parameters <i>Special public meeting/executive session</i>	● Train screening committee on screening process, tools and timeline
Jan. 27 – Feb. 2	● Screen applications and submit rankings	● Assist with ranking process as needed
Feb 4 * (T.B.D.)	● Select candidates to interview ● Develop interview schedule ● Develop interview questions ● Establish contract parameters <i>Special public meeting/executive session</i>	● 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
Interviews		
Feb. 5-18	● Conduct internet & social media checks on upcoming interviewees	● Schedule initial interviews with candidates ● Assist with internet & social media checks, as needed.
Feb. 18-20* (T.B.D.)	● Debrief results from internet & social media checks ● Conduct interviews ● Select finalists <i>Special public meeting/executive session</i>	● Attend last interview and facilitate selection of finalists ● Train board on conducting in-depth reference checks and site visits
Finalist Process		
Feb. 20 – Mar. 5	● Conduct in-depth reference checks and site visits	● Schedule finalists' interviews ● Assist with reference checking and site visits as needed
Mar 5-6* (T.B.D.)	● Hold finalists forum/"Day in the Community" ● Debrief reference checks and site visit information ● Conduct final interviews <i>Special public meeting/Executive session</i>	● Develop finalist forum schedule, if needed ● Moderate community Q&A as needed ● Attend final interview and facilitate consensus on "first choice" candidate

DATE	BOARD	CONSULTANT
Mar. 9-17	● Negotiate contract with “first choice” candidate	
Mar. 18	● Vote to hire candidate/approve contract in open public meeting ● Announce selection <i>Special/ (Regular) public meeting</i>	● Develop press release, if needed
Transition		
Before July 1	● Create transition plan for new executive and board	● Meets with the new executive & board to create transition plan
July 1	● COSA mentoring program provided to the new executive	● Acts as a liaison between school district/executive and COSA as needed. OSBA provides part of the content for this mentoring program.