Alsea Special Public School Board Meeting
Tuesday, January 24, 2023
4:00 PM
Alsea School Library
301 South 3rd Street
Alsea, OR 97324

Alsea School District 7J
301 South 3rd Street
Alsea, OR 97324
541.487.4305

1. Call to Order

2. Flag Salute

3. Approval of the Agenda

4. Superintendent Search Discussion:
   A. Selection of Candidates for Interview
   B. Develop Interview Schedule
   C. Develop Interview Questions
   D. Establish Contract Parameters

Alsea School District
Proposed 2022 Executive Search Calendar

DATE	BOARD	CONSULTANT
*Sep 22	• Declare vacancy • Approve executive search process calendar *Regular public meeting*	• Facilitate board approval of search calendar
Sep 28 – Oct 19	Online survey available	• Facilitate staff and community input for new executive qualifications
*Oct 27 (Scheduled Meeting)	• Discuss and adopt desired qualities and qualifications • Set dates, times and location of screening committee training • Identify potential screening committee members • Create salary range for posting *Regular public meeting*	• Present public input report to board • Facilitate conversation on screening committee and salary range
Oct 28 – Nov 2		• Develop professional recruiting electronic flyer • Develop notice of vacancy • Advertise position
Nov 3		• Begin accepting applications
Dec 15 (Scheduled Meeting)	• Select screening committee members *Regular public meeting*	
Nov 3 – Jan 16	10 Weeks	• Receive applications • Recruit candidates respond to inquiries
Jan 16		• Applications close • Review all applicant submissions; prepare for screening
*Jan 17	• Attend screening committee training • Review list of candidates • Establish contract parameters *Special public meeting/executive session*	• Train screening committee on screening process, tools and timeline
Jan 18 - 24	• Screen applications and submit rankings	• Assist with ranking process as needed

*January 24	• Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters *Special public meeting/executive session*	• 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
Jan 25 – Feb 6	• Conduct internet & social media checks on upcoming interviewees	• Schedule initial interviews with candidates • Assist with internet & social media checks, as needed.
*Feb 7-11 (T.B.D.)	• Debrief results from internet & social media checks • Conduct interviews • Select finalists *Special public meeting/executive session*	• Attend last interview and facilitate selection of finalists • Train board on conducting in-depth reference checks and site visits
Feb 12-19	• Conduct in-depth reference checks and site visits	• Schedule finalists' interviews • Assist with reference checking and site visits as needed
*Feb 20-21 (T.B.D.)	• Hold finalists forum/"Day in the Community" • Debrief reference checks and site visit information • Conduct final interviews *Special public meeting/Executive session*	• Develop finalist forum schedule, if needed • Moderate community Q&A as needed • Attend final interview and facilitate consensus on "first choice" candidate
Feb 22-26	• Negotiate contract with "first choice" candidate	
Feb 27	• Vote to hire candidate/approve contract in open public meeting • Announce selection *Special public (virtual?) meeting*	• Develop press release, if needed
Before July 1	• Create transition plan for new executive and board	• Meets with the new executive & board to create transition plan
July 1	• New executive begins	
After 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.

* Consultant is in attendance (may be virtually).

5. Executive Session
   To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))

6. Return to Open Session

7. Action Items:
   A. Selection of Candidates for Interview
   B. Approve Interview Schedule
   C. Approve Interview Questions
   D. Approve Establish Contract Parameters

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8. Adjourn