

South Lane School District

Approved Superintendent Search Calendar

DATE	BOARD	CONSULTANT
April 30 *	<ul style="list-style-type: none"> • Approve executive search process calendar <i>Public meeting</i>	<ul style="list-style-type: none"> • Facilitate board approval of search calendar
Oct. *	Sites and times to be determined	<ul style="list-style-type: none"> • Facilitate staff and community input for new executive qualifications •
Nov. 5 *	<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 • Discuss contract parameters – salary range <i>Public meeting</i>	<ul style="list-style-type: none"> • Present public input report to board
Nov. 10		<ul style="list-style-type: none"> • Develop professional recruiting brochure • Notice of Vacancy distributed and posted on Web
Dec. 1		<ul style="list-style-type: none"> • Begin accepting applications • Additional advertising for position
Jan. 7	<ul style="list-style-type: none"> • Select screening committee members • OSBA Legal staff present contract analysis <i>Public meeting</i>	<ul style="list-style-type: none"> • Facilitate OSBA attorney presentation of analysis of current executive's contract
Dec. 1 – Jan. 24	Eight weeks	<ul style="list-style-type: none"> • Receive applications • Recruit candidates, respond to inquiries
Jan. 24		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
Jan. 28 *	<ul style="list-style-type: none"> • Attend screening committee training • Screen applications and submit rankings • Discuss contract negotiations handout • Identify board's contract negotiations team • Contact board attorney for assistance in contract preparation <i>Public meeting/executive session</i>	<ul style="list-style-type: none"> • Train screening committee on screening process, tools and time line • Provide interview questions for review • Provide handout/tip sheet on contract negotiations
Feb. 5 *	<ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters <i>Public meeting/executive session</i>	<ul style="list-style-type: none"> • Present screening committee recommendations; facilitate selection of candidates to interview • Train board on interview process • Facilitate consensus on interview questions • Schedule initial interviews with candidates
Feb. 18-23 *	<ul style="list-style-type: none"> • Conduct interviews 	<ul style="list-style-type: none"> • Attend interviews, facilitate feedback and

	<ul style="list-style-type: none"> • Conduct preliminary reference checks • Select finalists • Discuss contract parameters <i>Public meeting/executive session</i>	<ul style="list-style-type: none"> • selection of finalists • Train board on conducting in-depth reference checks and site visits
Feb. 24 – 3/10	<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 • Verify licensure of finalists • Develop press release for announcement of finalists
Mar. 11-12 *	<ul style="list-style-type: none"> • Hold finalist forum • Conduct final interviews • Final conversation on contract parameters <i>Public meeting/executive session</i>	<ul style="list-style-type: none"> • Develop finalist forum schedule • Attend forum and interviews and facilitate consensus on “first choice” candidate
Mar. 13-18	<ul style="list-style-type: none"> • Negotiate contract with “first choice” candidate 	
Mar. 18	<ul style="list-style-type: none"> • Vote to hire candidate • Announce selection <i>Public meeting</i>	<ul style="list-style-type: none"> • Develop press release
Before July 1	<ul style="list-style-type: none"> • Create transition plan with new superintendent & consultant 	<ul style="list-style-type: none"> • Meets with the new superintendent & board to create transition plan
July 1	<ul style="list-style-type: none"> • New executive begins 	
After July 1	<ul style="list-style-type: none"> • COSA mentoring program provided to the new superintendent 	<ul style="list-style-type: none"> • Acts as a liaison between school district/superintendent and COSA as needed. OSBA provides part of the content for this mentoring program.

*Consultant on-site