

Philomath School District Adopted Superintendent Search Calendar

Date	Event
Aug. 17	* Consultant facilitates board <u>approval</u> of executive search process calendar and budget — public meeting (regular board meeting)
Sept. 24	* Consultant facilitates staff and community input for new executive qualifications — search process
Sept. 28	* Consultant presents qualifications to board for review and <u>approval</u> — public meeting (special board meeting) Board sets range of dates, times, and location for screening committee — search process
Sept. 29	Notice of vacancy distributed and posted on Web site — search process
Sept. 29-Jan. 29	Consultant advertises position, develops brochure and receives applications — search process
Oct. 19	Board selects screening committee, or directs consultant, to screen prospects — public meeting (regular board meeting)
Nov. 16	Written analysis of current executive’s contract provided to board — search process
Jan. 29	Closing date for application
Feb. 2 Feb. 2-8	* Consultant instructs screening committee on screening process — public meeting (special board meeting) Individuals screen — executive session
Feb. 9	* Consultant conducts interview and reference check training with board — public meeting Presents candidates to board for <u>approval</u> and board establishes interview schedule — executive session (special board meeting)
Feb. 10-11	Consultant arranges interviews — search process
Feb. 12-18	* Board conducts interviews and preliminary reference checks; selects finalists— executive session (special board meeting) Consultant conducts site visit through final selection training with board — public meeting
Feb. 19-28	Board conducts visits to finalists’ home districts and in-depth reference checking — search process
Mar. 1-5	* Second interview/community forum for finalist(s) — executive session or public meeting (special board meeting)
	AND/OR
	* Board selects “first choice” candidate and other acceptable choices — executive session (special board meeting)
Mar. 5-12	Legal counsel negotiates contract using board’s parameters — search process
Mar. 15	Board votes to hire new executive and signs contract — public meeting (regular board meeting)
July 1	New executive begins
Aug. 16	* OSBA staff facilitates board-executive expectations and governance issues workshop — public meeting (board work session)
TBD	* OSBA staff conducts a policy and Oregon law review session for new executive — search process

* **Consultant on-site**