

Alsea Special Public School Board Meeting

Tuesday, January 24, 2023 4:00 PM

Alsea School Library, 301 South 3rd Street, Alsea, OR 97324

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	<ul style="list-style-type: none"> • Declare vacancy • Approve executive search process calendar <i>Regular public meeting</i>	<ul style="list-style-type: none"> • Facilitate board approval of search calendar
Sep 28 – Oct 19	Online survey available	<ul style="list-style-type: none"> • Facilitate staff and community input for new executive qualifications
*Oct 27 (Scheduled Meeting)	<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 • Create salary range for posting <i>Regular public meeting</i>	<ul style="list-style-type: none"> • Present public input report to board • Facilitate conversation on screening committee and salary range
Oct 28 – Nov 2		<ul style="list-style-type: none"> • Develop professional recruiting electronic flyer • Develop notice of vacancy • Advertise position
Nov 3		<ul style="list-style-type: none"> • Begin accepting applications
Dec 15 (Scheduled Meeting)	<ul style="list-style-type: none"> • Select screening committee members <i>Regular public meeting</i>	
Nov 3 – Jan 16	10 Weeks	<ul style="list-style-type: none"> • Receive applications • Recruit candidates respond to inquiries
Jan 16		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
*Jan 17	<ul style="list-style-type: none"> • Attend screening committee training • Review list of candidates • Establish contract parameters <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> • Train screening committee on screening process, tools and timeline
Jan 18 - 24	<ul style="list-style-type: none"> • Screen applications and submit rankings 	<ul style="list-style-type: none"> • Assist with ranking process as needed

*January 24	<ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Conduct internet & social media checks on upcoming interviewees 	<ul style="list-style-type: none"> • Schedule initial interviews with candidates • Assist with internet & social media checks, as needed.
*Feb 7-11 (T.B.D.)	<ul style="list-style-type: none"> • Debrief results from internet & social media checks • Conduct interviews • Select finalists <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> • Attend last interview and facilitate selection of finalists • Train board on conducting in-depth reference checks and site visits
Feb 12-19	<ul style="list-style-type: none"> • Conduct in-depth reference checks and site visits 	<ul style="list-style-type: none"> • Schedule finalists' interviews • Assist with reference checking and site visits as needed
*Feb 20-21 (T.B.D.)	<ul style="list-style-type: none"> • Hold finalists forum/"Day in the Community" • Debrief reference checks and site visit information • Conduct final interviews <i>Special public meeting/Executive session</i>	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Negotiate contract with "first choice" candidate 	
Feb 27	<ul style="list-style-type: none"> • Vote to hire candidate/approve contract in open public meeting • Announce selection <i>Special public (virtual?) meeting</i>	<ul style="list-style-type: none"> • Develop press release, if needed
Before July 1	<ul style="list-style-type: none"> • Create transition plan for new executive and board 	<ul style="list-style-type: none"> • Meets with the new executive & 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 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**