

## **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
<b>*Sep 22</b>	<ul style="list-style-type: none"> <li>• Declare vacancy</li> <li>• Approve executive search process calendar</li> </ul> <i>Regular public meeting</i>	<ul style="list-style-type: none"> <li>• Facilitate board approval of search calendar</li> </ul>
Sep 28 – Oct 19	Online survey available	<ul style="list-style-type: none"> <li>• Facilitate staff and community input for new executive qualifications</li> </ul>
<b>*Oct 27 (Scheduled Meeting)</b>	<ul style="list-style-type: none"> <li>• Discuss and adopt desired qualities and qualifications</li> <li>• Set dates, times and location of screening committee training</li> <li>• Identify potential screening committee members</li> <li>• Create salary range for posting</li> </ul> <i>Regular public meeting</i>	<ul style="list-style-type: none"> <li>• Present public input report to board</li> <li>• Facilitate conversation on screening committee and salary range</li> </ul>
Oct 28 – Nov 2		<ul style="list-style-type: none"> <li>• Develop professional recruiting electronic flyer</li> <li>• Develop notice of vacancy</li> <li>• Advertise position</li> </ul>
Nov 3		<ul style="list-style-type: none"> <li>• Begin accepting applications</li> </ul>
Dec 15 (Scheduled Meeting)	<ul style="list-style-type: none"> <li>• Select screening committee members</li> </ul> <i>Regular public meeting</i>	
Nov 3 – Jan 16	10 Weeks	<ul style="list-style-type: none"> <li>• Receive applications</li> <li>• Recruit candidates respond to inquiries</li> </ul>
Jan 16		<ul style="list-style-type: none"> <li>• Applications close</li> <li>• Review all applicant submissions; prepare for screening</li> </ul>
<b>*Jan 17</b>	<ul style="list-style-type: none"> <li>• Attend screening committee training</li> <li>• Review list of candidates</li> <li>• Establish contract parameters</li> </ul> <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> <li>• Train screening committee on screening process, tools and timeline</li> </ul>
Jan 18 - 24	<ul style="list-style-type: none"> <li>• Screen applications and submit rankings</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with ranking process as needed</li> </ul>

<b>*January 24</b>	<ul style="list-style-type: none"> <li>• Select candidates to interview</li> <li>• Develop interview schedule</li> <li>• Develop interview questions</li> <li>• Establish contract parameters</li> </ul> <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> <li>• Present screening committee/board ranking results; facilitate board's selection of candidates to interview</li> <li>• Train board on interview procedures</li> <li>• Train board on proper internet &amp; social media check protocols</li> <li>• Provide interview questions for review and facilitate consensus on interview questions</li> </ul>
Jan 25 – Feb 6	<ul style="list-style-type: none"> <li>• Conduct internet &amp; social media checks on upcoming interviewees</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule initial interviews with candidates</li> <li>• Assist with internet &amp; social media checks, as needed.</li> </ul>
<b>*Feb 7-11 (T.B.D.)</b>	<ul style="list-style-type: none"> <li>• Debrief results from internet &amp; social media checks</li> <li>• Conduct interviews</li> <li>• Select finalists</li> </ul> <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> <li>• Attend last interview and facilitate selection of finalists</li> <li>• Train board on conducting in-depth reference checks and site visits</li> </ul>
Feb 12-19	<ul style="list-style-type: none"> <li>• Conduct in-depth reference checks and site visits</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule finalists' interviews</li> <li>• Assist with reference checking and site visits as needed</li> </ul>
<b>*Feb 20-21 (T.B.D.)</b>	<ul style="list-style-type: none"> <li>• Hold finalists forum/"Day in the Community"</li> <li>• Debrief reference checks and site visit information</li> <li>• Conduct final interviews</li> </ul> <i>Special public meeting/Executive session</i>	<ul style="list-style-type: none"> <li>• Develop finalist forum schedule, if needed</li> <li>• Moderate community Q&amp;A as needed</li> <li>• Attend final interview and facilitate consensus on "first choice" candidate</li> </ul>
Feb 22-26	<ul style="list-style-type: none"> <li>• Negotiate contract with "first choice" candidate</li> </ul>	
Feb 27	<ul style="list-style-type: none"> <li>• Vote to hire candidate/approve contract in open public meeting</li> <li>• Announce selection</li> </ul> <i>Special public (virtual?) meeting</i>	<ul style="list-style-type: none"> <li>• Develop press release, if needed</li> </ul>
Before July 1	<ul style="list-style-type: none"> <li>• Create transition plan for new executive and board</li> </ul>	<ul style="list-style-type: none"> <li>• Meets with the new executive &amp; board to create transition plan</li> </ul>
July 1	<ul style="list-style-type: none"> <li>• New executive begins</li> </ul>	
After July 1	<ul style="list-style-type: none"> <li>• COSA mentoring program provided to the new executive</li> </ul>	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**