



## OFFICIAL TIMELINE

(Flexible based on Board direction)

### Olive Grove Charter School, Executive Director Search 2020

Note: *Blue italicized text* indicates Board Participation

|                                  |                                      |  |
|----------------------------------|--------------------------------------|--|
| <b>MARCH 2020</b>                | March 20                             | Organization receives proposal   |
|                                  | April 16                             | <i>Board of Directors considers proposal; approves search firm contract</i>  |
| <b>APRIL-MAY 2020 Phases 1-4</b> | April 21 and 22                      | <i>Board of Directors confers with consultants and determines characteristics, skills &amp; qualities desired in a new Executive Director; Board publicly announces timeline and search procedures</i> |
|                                  | April 21- 27                         | Consultants confer with staff and community designated by Board to receive input; Online survey is posted to organization's website  |
|                                  | April-May                            | Consultants identify potential candidates; Development and posting of recruitment materials and Position Description   |
|                                  | April 27; May 4                      | Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)  |
| <b>MAY 2020 Phase 5</b>          | <b>May 18, 5:00 PM</b>               | <b>Deadline for applications</b>   |
|                                  | May                                  | Consultants complete comprehensive reference and background checks on applicants   |
|                                  | May 29                               | <i>Board of Directors meets with consultants, reviews all applications and selects candidates to be interviewed</i>  |
| <b>JUNE 2020 Phases 6-8</b>      | June 5-6                             | <i>Board interviews candidates; selects finalist(s)</i>  |
|                                  | June 8-12                            | <i>Board completes validation process and makes final determination on selected candidate</i>  |
|                                  | June 16                              | <i>Board approves New Leader's contract at a <b>regularly scheduled</b> board meeting</i>  |
| <b>JULY 2020 Phase 9</b>         | July 1, 2020 (or as mutually agreed) | New Executive Director begins  |