



PROPOSED TIMELINE

(Flexible based on Board direction)

Horizon Charter School District Superintendent/CEO Search

Note: *Blue italicized text* indicates Board Participation

OCT 2021 Preliminary Phase	Oct 13	Charter received contract
	Oct 25	<i>Board approved contract</i>
NOV 2021 Community Engagement Advertisement and Recruitment	Nov 4 and 18	<i>Board confers with consultants and determines characteristics, skills & qualities desired in a new Superintendent/CEO; Board publicly announces timeline and procedures for Superintendent/CEO selection (Open and Closed Session)</i>
	Nov 4 – 19; Extended to Dec 1	Online survey dates (opens and closes)
	Dates TBD	Consultants confer with staff and community designated by the Board to receive input
	November	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	Nov 15	Advertising and active recruitment; Ad appears in <u>EdCa!</u>
NOV-DEC 2021 Reference/ Background Checks and Selection	Dec 7, 2021 5:00 PM	Deadline for applications
	Nov/Dec	Consultants complete comprehensive reference and background checks on applicants
	Dec 15	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hrs)</i>
DEC 2021 - JAN 2022 Interviews and Contract Approval	Jan 8	<i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)</i>
	Jan 11-19	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	Jan 20	<i>Board approves Superintendent/CEO contract at a regularly scheduled board meeting</i>
2022 Start Date	Feb 2022 (As mutually agreed)	New superintendent begins