

West Ottawa Public Schools

Meeting/Workshop/Activity	Date/Time
Board Workshop: Planning (75 minutes) <ul style="list-style-type: none"> Review search process Search timeline Preliminary posting Salary range Set Stakeholder groups 	Oct 20, 5:30 PM
Stakeholder Input Meetings <i>*Board members do not attend input sessions.*</i> <ul style="list-style-type: none"> Admin Team Teaching staff (secondary) Teaching staff (elementary) Support Staff Union Leaders Parents and Community (afternoon) Parents & Community (evening) 	Week of Oct 26-30 Nov 9
Stakeholder survey closes	Nov 9
Board Workshop: Recruitment (75 minutes) <ul style="list-style-type: none"> Report Stakeholder Input Develop Selection Criteria 	Nov 17, 5:30 PM
Posting closes	4 pm, Dec 4 Board Access to applications Dec 8 (or before)
Board Workshop: Interview Prep (90 minutes) <ul style="list-style-type: none"> Develop Interview Questions Prepare for Interviews Select Candidates for Interviews 	Dec 14, 5:30 PM
First Round Interviews (5-7 interviews lasting 50 minutes each with additional time for breaks and debrief)	Jan 11-12, 5:30
Finalist Visits to District & Final Interviews (2 finalists interviewing for 75 minutes each) Possible Board Decision Date	Jan 19, 5:30 PM
Possible Site Visit to Candidate(s) District	TBD
Alternate Board Decision Date	TBD
Superintendent on Site	Late Feb/ March