

# TIMELINE

## Director District 5 Appointment



<b>Date</b>	<b>Milestone</b>
Friday, November 30	Nominations are posted. As per procedure 1114P, district invites community to submit nominations for candidates from the open director district (5)
Tuesday, December 4	Board approves application materials, process, and timeline
Wednesday, December 12	Nominations due for the position. Note that applicants need not be nominated to apply. All individuals nominated by this date will receive a direct invitation to apply.
Thursday, December 13	<p>Application and desired qualifications are posted on the district website. The vacancy, process for filling it (including week for interviews), and how to access application materials are communicated via broadcast email, a notice to the <i>Seattle Times</i> and <i>Bellevue Reporter</i>, and direct messages to community partners, including, Bellevue Schools Foundation, the PTSA Council, Jubilee Reach, Eastside Pathways, and district affinity groups.</p> <p>An invitation to apply for the position, including an acknowledgement of their nomination by a community member, a message about the vacancy, the process for filling it, and how to access application materials, is sent directly to individuals who were nominated by the community as possible candidates.</p>
Tuesday, January 8	Initial review of interview process. Board determines if special meeting is necessary for interview planning and/or review of applicants.
Thursday, January 10	Application deadline – applications due by 4pm.
Week of January 15	Board identifies candidates for interview in executive session at the regular board meeting. Notification is sent to candidates for interviews.
January 22, 2019	Board interviews candidates and selects new Director. Board will schedule interviews in a special meeting, a draft schedule of this is included on page 2 of this document. Board will finalize time of interviews at the regular board meeting on January 15, 2019.
Tuesday, February 12	New Director sworn in at beginning of regular board meeting.

## **Interview Schedule for Tuesday January 22<sup>nd</sup>**

The Board will identify up to five applicants to interview for the open director position. Interviews will occur on Tuesday, January 22nd, based on the following schedule.

Note that these times are approximations and may shift as the meeting commences. Should there be fewer than five applicants, that schedule will be adjusted accordingly. Regardless of the number of applicants, and any schedule adjustments, the Board will assign interview slots that begin no earlier than 5pm and that end no later than 9pm on January 22nd.

In the event of unforeseen circumstances, the Board may schedule interviews at other times, but will attempt to avoid doing so. In any case, all times and dates of interviews will be posted publicly according to the rules of special meetings.

The interview schedule is as follows:

<b>Interview #</b>	<b>Interview Time (PM)</b>
Introduction: meeting beings and the process introduced.	5:00-5:10
Interview #1	5:10-5:40
Interview #2	5:50-6:20
Interview #3	6:30-7:00
Interview #4	7:10-7:40
Interview #5	7:50-8:30
Deliberation	8:30-9:30