

Superintendent Search Timeline
Discussed at 1/10/17 Board Meeting

April or May	Decision Meeting for Process and Timeline Determine Involvement of Staff, Community, Current Superintendent
May	Develop Leadership Profile (Qualities and Qualifications)
Summer	Develop Advertising Plan for Search Approve Superintendent Job Description
Sept	Survey Employees re: Characteristics of a Superintendent
Sept/Oct	Create Job Posting and Application Materials Decide on any written questions for application Review Draft of Search Brochure Present Salary Comparison to Board/Determine Salary Range
October	Brochure Mailed Out and Position Posted (October 24-Dec 9) Continued Outreach and Advertising of Position
As submitted	Verification and Review of Candidate Credentials
November	Finalize Interview Team Send letter explaining the role and the time obligation Finalize Interview Questions
December 9	Deadline for Receipt of Applications
December 12	Non-candidate EMT will do preliminary screening
December 20	Special meeting of the HR Committee consisting of HR Committee members and the Board President will do Initial Screening of Applicants
December 22	Invitations Made to Candidates for Jan 12/13
January 4	Citizen Interview Committee Meets <ul style="list-style-type: none">• Discuss role and responsibility• Discuss confidentiality• Training on interview process• Review the applications
January 12/13	Candidates Interviewed by Citizen Interview Committee <ul style="list-style-type: none">• Citizen Interview Committee will deliberate and make recommendation of which candidates they recommend to move forward in the process.

January 24	<p>Closed Session of Board to Discuss Candidates</p> <ul style="list-style-type: none"> • Mark Mancl and Assistant Sup of HR will bring the information forward from the Citizen Interview Committee deliberations and present it to the Board. • The Citizens Interview Committee will not be ranking the candidates. They will be forwarding on candidates that they would feel comfortable with being Superintendent. • Board determines which candidates they will interview based on recommendations from the Citizen Interview Committee, application materials and reference checks. • Need to discuss interview format and list of questions for the Board interviews
By January 27	<p>Finalists will be announced publically (Five candidates or fewer is subject to open records per state law).</p>
January 30-Feb 7	<p>Board of Education Interviews Finalists</p> <ul style="list-style-type: none"> • Assuming that a maximum of four candidates get forwarded from the Citizens Interview Committee, the Board should set aside up to four evenings for four interviews.
February 8-14	<p>Board Member(s) Visit Home District of Finalist(s)</p> <ul style="list-style-type: none"> • Need to decide who will be making home district visits • These visits would be during the school day
February 14	<p>Closed Session of Board to Discuss</p> <ul style="list-style-type: none"> • Anything learned from home district visits • Superintendent contract details
February 20-23	<p>Community Forum for Public Input on the top candidate(s)</p> <ul style="list-style-type: none"> • Horace Mann auditorium is available, as of right now, Feb. 20-23 • Candidates would have a designated 30-45 minutes with community to talk about themselves and answer questions • The community members will complete exit slips regarding the candidate(s) • During the day of the Community Forum, the finalist(s) will tour the district and visit several schools • The candidate(s) will also get the opportunity to meet additional community/staff members in smaller group settings
February 28	<p>Board Deliberates in Closed Session and Votes in Open Session on Final Candidate</p>
Early March	<p>Board hosts a “meet and greet” the new Superintendent</p>
March-June	<p>New Superintendent has some time to work with Joe Sheehan</p>
July 1, 2017	<p>New Superintendent in Place</p>