



SAMPLE SUPERINTENDENT SEARCH TIMELINE

August 21, 2023	Planning Meeting with Board of Education
October 2-4, 2023	Facilitate Community Engagement: <ol style="list-style-type: none">1. Conduct Interviews with Focus Groups, Conduct Open Forum for Staff, Conduct Open Forum for the Community, Board of Education Focus Group (October 2, 2023)2. Collect Online Survey Feedback from Members of the School Community (available 10/2-10/8)
August-November 2023	Accept and Screen Applications
November 6, 2023	Present Revised Superintendent Profile to the Board
Mid-November 2023	Interview and Vet Promising Candidates
November 20, 2023	Present Slate of 5-7 Recommended Candidates to the Board, Interviewing Workshop
Late-November 2023 (Special Board Mtgs)	Board Conducts Initial Interviews of 5-7 Candidates
Mid-December (Special Board Mtgs)	Board Conducts Second Interviews of 3 Finalists over a 3-day period
Mid-December 2023	Board Selects their Top Choice. Board Negotiates Contract with Selected Candidate.
December 20, 2023	Board Takes Formal Action on the New Superintendent's Contract
July 1, 2024	New Superintendent Assumes Duties

The Board reserves the right to change the timeline.