



DRAFT TIMELINE

Superintendent Search Timeline for the Minidoka School District

Date	Task
November	Board or designee to execute the Memorandum of Understanding.
November	Board or designee to review, make changes, and approve timeline.
November	ISBA to coordinate with designee or District staff to gather District statistics, photographs, etc. to be used for promotional brochure.
November	(Optional) Does the District want to send a survey to the staff and community regarding requirements and characteristics of the next superintendent? If so, ISBA will assist with questions and the survey. The District will need to use its resources to distribute the survey.
November	ISBA will work with Board & District to determine application form.
November	ISBA to develop position opening brochure draft. Board &/or designee will review, request changes. ISBA will finalize the brochure. Board &/or designee will approve the final version.
November or December	Board to determine if it wants to buy a national online advertisement. Determine future meeting dates for superintendent search process.
TBD	ISBA will actively recruit candidates. This includes national marketing and various contacts around the country. <ul style="list-style-type: none"> • Start promotions: _____ • Application Deadline: _____
TBD	District to post position information on its website and any other online resources.
TBD	Advertise the opening via mailed brochure, job websites, national groups, District website, ISBA Job Center, ISBA website, etc.
Dec. 16 Board Meeting	If the District distributed a survey, then the Board will review survey results.
TBD	Application Deadline



TBD	ISBA to review all application packets, correspond with candidates re: any additional documentation needed, conduct online research of candidates, research superintendent credentials, etc.
TBD	<p>Applications will be provided to the Board by ISBA. (ISBA will be in-district for this meeting.) ISBA to discuss each application with the Board including pros, cons, and areas of interest and concern. Discussion of credentials, application packet content, etc.</p> <p>After review of applications, the Board will determine which candidates to move forward to the next step. ISBA will train Board on reference check protocol.</p> <p><i>(We need to schedule a board meeting date for this.)</i></p>
TBD	ISBA to assist the Board reference check process of semi-finalists.
TBD	<p>Results of reference checks discussed by the Board. (ISBA can be in-district for this meeting or participate via Skype or conference call.) Board to determine finalists.</p> <p>District announces Superintendent finalists.</p> <p><i>(We need to schedule a board meeting date for this.)</i></p>
TBD	<p>ISBA to assist the Board with selection of interview questions and interview protocol and process.</p> <p>(Optional) Community & staff meet and greet with finalist candidates.</p> <p>Board Interviews with finalists. ISBA will set up the interviews and conduct all communication with candidates.</p> <p>Superintendent selected and announced.</p> <p><i>(This is generally all in one meeting. ISBA will be on-site to assist the Board.)</i></p>
July 1	Starting Date