

**Three Rivers School District
Superintendent Search Calendar
February 4, 2014
*Adopted***

<u>Date</u>	<u>Activity</u>	<u>Meeting Type</u>
Jan 7, 2014	Board Meeting Consultant explains planned search process Search Q & A	(Public Session)
Jan 21	Board selects search consultant	
Feb 4	Search planning session Consultants Board Chair Other board representative Board Secretary Interim Superintendent (optional)	(Consultant)
Feb 4	Board Meeting Board declares position vacant effective July 1, 2014 Board adopts search calendar Discuss search advertising/posting Board approves search budget	(Public Session)
Feb 10-28	Online survey for superintendent qualifications Qualities and qualifications focus groups (tentatively scheduled Feb. 20-21) Confidential staff Student leaders Licensed staff Classified staff Administrators/Directors Local government & business leaders Community	(District Website) (Consultant)
Feb 18	Board Meeting (Regular) (No search activity)	(Public Session)
Mar 4	Board Meeting (Work Session) Consultant report on qualifications information Board takes public comment on qualifications Board discuss qualifications Board approves qualifications Board adopts salary range for position	(Public Session)
Mar 5-8	Prepare search literature and forms	(Consultant)

Mar 10	Post notice of vacancy Open application period Begin posting/advertising Begin candidate recruiting	(Consultant)
Mar 11	Board Meeting (Regular) Select screening committee	(Public Session)
Mar 24-28	Spring Break	
Mar 31	Close application period	(Consultant)
Apr 3	Special Board Meeting Screening training (Consultant presents) Present applications to screening committee	(Public Session) (Public Session) (Executive Session)
Apr 3-5	Committee and Board review applications	(Executive Session)
Apr 7	Special Board Meeting Screening debrief (Consultant facilitates) Select interview candidates Interview training Select interview topics Set interview schedule	(Public Session) (Executive Session)
April 15	Board Meeting (Regular) (No search activity)	(Public Session)
Apr 16-18	Board conducts initial interviews	(Executive Session)
Apr 18	Special Board Meeting Debrief interviews (Consultant facilitates) Board selects finalists	(Executive Session)
Apr 21-25	Board members conduct reference checks Board members conduct site visits	
Apr 28-30	“Meet & greet” in-district for finalists Board conduct 2 nd interviews	(Executive Session)
Apr 30	Special Board Meeting Debrief 2 nd interviews (Consultant facilitates) Debrief reference checks & site visits Board selects new superintendent	(Executive Session)
May 1-5	Board chair and attorney negotiate tentative contract with new superintendent	
May 6	Board Meeting (Work Session) New superintendent officially offered contract	(Public Session)
July 1, 2014	New superintendent begins employment	