

**BROOKLINE PUBLIC SCHOOLS
SUPERINTENDENT SEARCH TIMELINE**

**DRAFT as of 12/5/19
SD/ALB**

Task	RESPONSIBILITIES	DATE(S)
Orientation Meeting Overview of Process	School Committee Prelim. Screen Comm. (decisions) (NESDEC provides guidelines) - Name Liaison - Approve Timeline - Discuss letter/ads/application - Establish salary range - Screening Committee Role	December 5, 2019
Anticipated Start Date	SCHOOL COMMITTEE	July 1, 2020
Develop Invitational Letter & Online Ad	NESDEC: Develops letter and ads. Prelim. Screen. Comm. /Liaison: Final approval. NESDEC website announcement posted as soon as info is available.	Text approved by December 13, 2019
Distribute letter, advertise, post vacancy on web sites, begin recruiting.	NESDEC website and network	December 2019/January 2020
Community Needs Assessment	School Comm. Prelim Screen. Comm. determines focus groups/interviews/survey - Admin; Staff; Community/ Parents. District schedules and notifies public, etc. NESDEC conducts focus groups/interviews/survey and develops candidate profile.	Focus Groups: January 6-15, 2020 Survey: January 6-15, 2020
Candidate Profile Development	SCHOOL COMM. PRELIM. SCREEN. COMM. & NESDEC NOTE: MLK, Jr. Day - January 20, 2020	Submitted January 21, 2020 Finalized by SCPSC: January 23, 2020
Screening Committee Selection: Advertise/Recruit and Select Members	SCHOOL COMM. PRELIM. SCREEN.COMM/LIAISON (NESDEC provides guidance)	Outreach: December 2019- January 2020 Selection: By January 16, 2020
Begin Review of Applications (aka: Application Deadline)	NESDEC	January 24, 2020
Complete/organize applicant files	NESDEC	January 24-27, 2020
1st Interview/Selection Workshop with Screening Committee (2-3 hrs.)	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, permit confidential on-line access to applications.	January 30, 2020
2nd Screening Committee Workshop (1-2 hrs.)	Meeting 2: Review applications, affirm interview schedule.	February 3, 2020 (tentative)
Interview applicants to identify up to 5 finalists.	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status)	February 6-14, 2020
Determine candidates to recommend to School Committee by date noted.	SCREENING COMMITTEE candidates listed alphabetically Note: February Recess February 17-21	On/about February 14, 2020
First Agreement in Principle with Finalists	NESDEC	February 15-19, 2020
Announce Finalists	SCHOOL COMMITTEE	On/about February 24, 2020
Finalist Visits and Interviews	<u>SCHOOL COMMITTEE</u> (NESDEC will set up interviews and notify candidates of status)	March 2020
Visits to Finalists' Districts (Optional)	SCHOOL COMMITTEE (NESDEC will set up visits)	March 2020
Second Agreement in Principle with Finalists and Verify Credentials	NESDEC	March/April 2020
Select Superintendent	SCHOOL COMMITTEE	March/April 2020