

SUPERINTENDENT SEARCH TIMELINE
Elmhurst Community Unit School District 205

(**Boldface indicates Board involvement; the Board reserves the right to alter the timeline or schedule**)

January 28	Consultants facilitate planning meeting with Board of Education
Jan. 27-Feb. 28	Consultants advertise the position, recruit candidates, accept and screen applications
February 3-19	Consultants facilitate community engagement: 1. Conduct interviews or Focus Group with Board members; conduct multiple Focus Groups for staff, parents, community, administration, teacher union, key communicators, etc. Hold open forums 2. Publish online survey for all staff and community members (<i>available online February 3-19</i>).
February 24 Special Meeting (6:00 pm)	Consultants present New Superintendent Profile to the Board of Education (Open Session)
March 1-12	Consultants interview selected applicants
March 15, (Special Meeting/6:00 pm)	Consultants present a slate of 5-7 candidates to the Board; conduct an interviewing workshop (Closed Session)
March 18 (Special Meeting/6:00 pm)	Board conducts initial interviews of candidates (Closed Session)
March 20 (Special Meeting/8:30 am)	Board conducts initial interviews of candidates (Closed Session)
March 23-24-25 (Special Meeting/5:30 pm)	Board conducts second interviews of 3 finalists over a 3-day period (Closed Session); Stakeholder interviews take place
	Board selects their top choice, makes additional reference calls, and negotiates contract
April 8, 2021 (Special Meeting/6:00pm)	Board takes formal action on new Superintendent's Contract (Open session)
July 1, 2021	New Superintendent Assumes Duties