



BILLINGS PUBLIC SCHOOLS SUPERINTENDENT SEARCH **APPROVED** TIMELINE

<u>DATE</u>	<u>PROCESS</u>
<u>01-09-23</u>	Planning meeting with Board of Trustees’ representatives. (12:00 noon j
<u>Wks of 01-09 & 16-23</u>	Individual Trustee Interviews.
<u>Wk of 01-09-23</u>	Begin preparing information for the District promotional materials.
<u>Wk of 01-09-23</u>	Notify all associates and other professional contacts of vacancy.
<u>Wk of 01-09-23</u>	District notify stakeholders regarding input opportunities via online survey <u>01-12-23</u> and schedule meetings for stakeholders <u>01-23</u> and <u>24</u> .
<u>01-12-23</u>	Online survey link, for input on developing the profile, available on District website
<u>01-23-24-23</u>	Meetings with stakeholder group representatives.
<u>01-26-23</u>	12 p.m. deadline for survey/input from stakeholders, and Board of Trustee members, including online survey.
<u>02-08-23</u>	Board of Trustees to finalize Superintendent profile - time: <u>5:30 pm</u>
<u>02-09-23</u>	Begin accepting applications from candidates and recruitment of candidates who meet the district profile.
<u>03-13-23</u>	Deadline for all application materials.
<u>03-22-23</u>	Search firm will present candidates to the Board of Trustees. Time: <u>5:30 pm</u>
<u>Wk of 03-27-23</u>	Interview selected candidates (1 st round).
<u>Wk of 03-27-23</u>	Meeting with consultant following the last interview.
<u>Wk of 04-03-23</u>	Interview top candidate(s) (2 nd round). (optional)
<u>Wk of 04-03-23</u>	Meeting with consultant following the last interview.
<u>Wk of 04-10-23</u>	Announce finalist.
<u>Wk of 04-10-23</u>	Offer the contract.
<u>TBD</u>	Finalize support options for Board of Trustees and new Superintendent.

***All applications will be reviewed. Materials received after the closing date may be given full consideration depending upon the number of applications received and other factors.**

(Actual dates to be determined in the first meeting with the School Board)