

**SUPERINTENDENT SEARCH TIMELINE**

**Minooka CCSD 201**

(boldface indicates Board involvement)

<b>February 22</b>	<b>Consultants facilitate planning meeting with Board of Education</b>
<b>February 22</b>	<b>Consultants finalize search details with Board of Education</b>
Feb. 23 – April 13	Consultants advertise the position, recruit candidates, accept and screen applications
Feb. 26 – March 22	Consultants facilitate community engagement: 1. Conduct interviews with Board members; conduct multiple Focus Groups for staff, parents, students, community, administration, teacher union, key communicators 2. Publish online survey for all staff and community members <i>(available online March 1 -March 22)</i>
<b>April 3</b>	<b>Consultants present Community Engagement Report and New Superintendent Profile to the Board (6:00pm Special Board Meeting   Open Session)</b>
April 4– April 13	Consultants interview selected applicants
<b>April 15</b>	<b>Consultants present slate of 5-7 candidates to the Board, conduct an interviewing workshop (Closed Session)</b>
<b>April 29 – May 1</b>	<b>Board conducts initial interviews of 5-7 candidates (Special Board Mtgs. – April 29, April 30, &amp; May 1)</b>
<b>May 4</b>	<b>Board and stakeholder groups conduct second round interviews of 3 finalists</b>  <b>Board selects their top choice and may choose to conduct a site visit or conduct reference calls. Board negotiates contract with selected candidate.</b>
<b>May 6, 14 or 15</b>	<b>Saved dates for deliberation and/or additional candidate engagement (optional)</b>
<b>May 16</b>	<b>Background check begins on final candidate</b>
<b>May 20</b>	<b>Board takes formal action on new Superintendent’s Contract</b>
July 1, 2024	New Superintendent Assumes Duties