

**TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT  
Amesbury Public Schools**

<b>Task</b>	<b>RESPONSIBILITIES</b>	<b>DATE(S)</b>
<b>Orientation Meeting/ Overview of Process</b>	SCHOOL COMMITTEE (review/decisions) (NESDEC provides guidelines) - Name Liaison - Approve Draft Timeline - Discuss letter/ads/application - Establish salary range (ongoing) - Determine Composition of Screening Committee	<b>October 6, 2025</b>
<b>Anticipated Start Date for New Superintendent</b>	SCHOOL COMMITTEE	<b>July 1, 2026</b>
<b>Develop Invitational Letter &amp; Online Ad</b>	<b>SCHOOL COMMITTEE/LIAISON: Provide input for letter and ads and give final approval</b> <b>NESDEC: Provide guidelines and review</b> NESDEC website announcement posted as soon as info is available	<b>October-November</b> <b>Post by November 10, 2025</b>
<b>Distribute Letter, Advertise, Post Vacancy on Web Sites, Begin Recruiting</b>	NESDEC Website and Recruiting Network	<b>November-December 2025</b>
<b>Community Needs Assessment</b>	SCHOOL COMMITTEE determines focus groups/interviews – i.e. Admin; Staff; Community/ Parents. District schedules and notifies public, etc. NESDEC conducts focus groups/interviews and develops candidate profile.	<b>November 10- December 5, 2025</b>
<b>Candidate Profile Submitted</b>	SCHOOL COMMITTEE/NESDEC	<b>December 10, 2025</b>
<b>Screening Committee Selection: Advertise/Recruit and Select Members.</b>	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	<b>November 10-December 4, 2025</b>
<b>Begin Review of Applications – (i.e. Application Deadline)</b>	NESDEC	<b>December 5, 2025</b>
<b>Complete/Organize Applicant Files</b>	NESDEC	By December 8, 2025
<b>1<sup>st</sup> Interview/Selection Workshop with Screening Committee</b>	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, distribute application packets	<b>December 10, 2025 6:00-8:00pm HS Library</b>
<b>2<sup>nd</sup> Screening Committee Workshop</b>	Meeting 2: Review applications, affirm interview schedule	<b>December 17, 2025 6:00-8:00pm HS Library</b>
<b>Preliminary Interviews of Selected Applicants</b>	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status)	<b>January 5-9, 2026</b>
<b>Determine Candidates to Recommend to School Committee by Date Noted</b>	SCREENING COMMITTEE candidates listed alphabetically	<b>By January 14, 2026</b>
<b>Training with School Committee on search completion</b>	NESDEC	<b>January 15, 2026 7:00 pm</b>
<b>First Agreement in Principle with Finalists and Verify Credentials</b>	NESDEC	<b>January 19, 2026</b>
<b>Announce Finalists</b>	SCHOOL COMMITTEE	<b>TBD</b>
<b>SC checks references</b>	SCHOOL COMMITTEE	<b>January 20-23, 2026</b>
<b>Finalist Interviews</b>	SCHOOL COMMITTEE	<b>January 27-30, 2026</b>
<b>Finalists Visit the District</b>		<b>February 2-6, 2026</b>
<b>Second Agreement in Principle with Finalists and Verify Credentials</b>	NESDEC	<b>TBD</b>
<b>Select Superintendent</b>	SCHOOL COMMITTEE	<b>February 9, 2025</b>

