

***Proposed Superintendent Search Timeline
Final Draft (10-3-13;Shen)***

September, 2013

September 19	SC Meeting	-Discuss process and timeline -Vote on whether to hire a search firm -Vote on profile of the search committee	
September 20	TASK (Petr)	-Publicize search committee profile and invite volunteers to submit letter of interest by Oct. 1	Patch, Beacon, PTSO, AB News (staff), Blanchard
September 23 thru October 2	TASK (Shen)	-Contact search firms and invite them to submit proposals by October 2	

October, 2013

October 2	TASK	-Review submissions for search committee, and identify slate of members; email those who are selected -Review proposals by search firms; select 4 firms to interview; draft memo for SC	
October 3	SC Meeting	-Review and appoint search committee -Review and agree on firms to interview -Confirm interview dates for firms and process	
October 4	TASK (Shen)	- Contact firms selected for interviews and schedule - Contact firms not selected for interviews - Contact search committee members to provide general next steps; discuss new scope of responsibilities and ask for adjusted cost proposals for the 9th	

October 9	SC Meeting*	-Interview 4 search firms, 15 minute presentations, 15 minutes for question and answer - Discuss and vote on search firm	Specially scheduled, 7pm RJG
October 10	TASK	- Finalize and sign contract with search firm	
October 17	SC Meeting* (Firm-skype?)	-Discuss Superintendent compensation -Discuss Superintendent qualification -Identify charge to search committee	Specially scheduled mtg. of Transitional SC before Local
October 24	Search Cmte Mtg (Firm in person)	-Introductory Meeting -Procedures, expectations, timelines -Meeting and interview schedule	With search firm 1.5 hours Location: TBD 4pm to 5:30pm (?)
October 24-30	TASK (Petr/Shen)	-Schedule and advertise focus group times and locations -Advertise website as source of information	Beth Petr assistance
October 30	Search Cmte Mtg (Firm in person)	-View final ad and website/flier -Discuss process for reviewing applications -Begin question development	With search firm 1.5-2 hrs Have website ready 4pm to 6pm(?) TBD

November, 2013

November 1	TASK (Firm remote)	-Launch posting/advertising of Supt. position	Globe, Edweek, etc.
November 4	Focus Group (Firm in person)	AB Staff (2:15); APS Staff (3:30); Acton Community (6pm)	Locations TBD, 60 min each
November 5	Focus Group (Firm in person)	Admin Focus Group (1:30); Blanchard (3:15); Boxborough Community (6pm)	Locations TBD, 60 min each
November 7	SC Meeting (Firm skype?)	-Firm gives general summary of focus groups results -Search Cmte shares update with job ad, website, flier	

November 27-
December 1

THANKSGIVING BREAK

December, 2013

December 3	DEADLINE	Deadline for applications for Supt.	
December 5	Search Cmte Mtg (Firm in person)	-Receive applications -Discuss process for reviewing applications -Discuss results of focus groups -Discuss and develop questions, plan to draft sequence	2.5 hr mtg? Time TBD
December 12	Search Cmte Mtg# (Firm in person)	-Review applications and discuss -Determine candidates for interview	2-3 hr mtg? Time TBD
December 13-18	TASK (Firm remotely)	-Call and schedule interviews with semi-finalists	
December 23- January 1		WINTER BREAK	

January, 2014

January 6	Search Cmte Mtg#	Interviews (3-4 candidates)	3:30 to 8:00pm
January 7	School Cmte Mtg.	Regularly Scheduled Regional SC Meeting (Tues) -General update on search progress	
January 8	Search Cmte Mtg#	Interviews (3-4 candidates)	3:30 to 8:00pm
January 9	Search Cmte Mtg#	Interviews (3-4 candidates)	3:30 to 8:00pm
January 10	Search Cmte Mtg#	Interviews and/or deliberation of candidates (1-2 candidates)	3:30 to 7:30pm
January 15	Search Cmte Mtg#	-Deliberate and determine slate of finalists IF NEEDED	

(if needed)

January 16	SC Meeting*	-Search Committee presents list of finalists	Before APS mtg.; schedule Transition meeting
January 21	Forum Site Visit	Candidate A - Public Form Candidate B - Site Visit (Search Cmte)	Times TBD
January 22	Forum Site Visit	Candidate B - Public Forum Candidate C - Site Visit	Times TBD
January 23	Forum Site Visit	Candidate C - Public Forum Candidate A - Site Visit	Times TBD
January 21-24	TASK (SC)	Public Input and Feedback via email, handouts - Calling references of all candidates (SC members)	
January 25	SC Mtg* (Firm in person)	SATURDAY INTERVIEWS OF THREE FINALISTS -Discussion and vote to select Superintendent -Search Firm calls the finalists	Specially scheduled, TBD
January 27	TASK (Petr)	Release statement about selection	

February, 2014

February 1	Presentation	Budget Saturday Presentation	Shifted from January 25 date
February 6	SC Meeting	SCHOOL COMMITTEE BUDGET VOTE	

* denotes Transitional SC meetings that need to be specially scheduled either on its own, or before/after a local APS or Boxborough meeting

denotes meetings of the search committee that need to be held in executive session to protect confidentiality of applicants