



## District 23 Superintendent Search Tasks and Timelines

Date	Task
February 12, 2026	Closed Session Review of Timeline and Preliminary Candidate Profile
April - May	Stakeholder input and feedback on Candidate Profile Survey and/or Focus Groups: 1. Cabinet 2. Leadership team 3. PHEA/Staff 4. Student/Parent/Community 5. Partner Organizations
May - July	Review Feedback Develop Brochure/Posting (Determine Salary Range) Full Board Discussion in June or July
August/September	Post Vacancy and Receive Applications <ul style="list-style-type: none"> <li>● IASB</li> <li>● IASA</li> <li>● North Cook ISC - Regional Offices Across the State</li> </ul> Establish Screening Committee - Interview dates and protocols
December 1, 2026	Application Window Closes
December Board of Education Meeting	Search Update and Timeline
December	Screening Committee reviews all applications and generates list of 1st round candidates
Week of December 14, 2026	Board conducts first round in closed session (typically 4-6 candidates) 1 hour
Week of January 11, 2027	Board conducts 2nd round interviews in closed session (typically 2 candidates)  Site visits, reference checks, dinner with Board are other possible actions
January Board of Education Meeting	Closed Session deliberation and consensus on next Superintendent Offer extended and contract negotiated

February Board of Education Meeting	Formal approval at Board meeting Introduction Letter to Staff and Families Press Release
March	Consolidated Election  Transition Activities and Schedule developed and shared with Board of Education <ul style="list-style-type: none"> <li>● Board of Education Meetings</li> <li>● Board of Education - IASB Workshop</li> <li>● Administrative Leadership Team Introduction</li> <li>● Board of Education/Administration Strategic Planning Goals Workshop</li> <li>● Staff Introductions</li> <li>● PTO Introductions</li> <li>● Partner Organization Introductions</li> <li>● Student Introductions</li> <li>● Community Introductions</li> </ul>
April	Seat new Board and name President, Vice, and Secretary
April - June	Transition Activities as scheduled