

## WEM Public Schools – Superintendent Search Timeline

October 12, 2021 <i>(6:30 pm, Special Meeting)</i>	Planning meeting – Board adopts search timeline, reviews hiring criteria, search procedures, market positioning, and stakeholder involvement
October 15 through November 3, 2021	Stakeholder online survey open
October 28, 2021 <i>(6:30 pm)</i>	MSBA facilitates virtual informational Q&A session
November 11, 2021 <i>(6:30 pm, Special Meeting)</i>	Board approves hiring criteria and vacancy brochure
November 15, 2021 to January 3, 2022	MSBA posts opening on websites (MSBA, MASA, EdPost, Revelus), advertises position vacancy, receives applications, and responds to applicants' inquiries
December 28, 2021 <i>(6:30 pm, Special Meeting)</i>	Board meets for interview training, and to discuss interview questions and procedures
January 3, 2022	Application Deadline
January 4 – 18, 2022	MSBA conducts initial screening, preliminary verification of references, and pre-interviews of recommended applicants
January 5 – 18, 2022	Board members review applications
January 18, 2022 <i>(6:30 pm, Special Meeting)</i>	Board meets to determine finalists, interview questions and procedures; MSBA reviews interview training
January 25 and 26, 2022 <i>(5:00 pm and 5:00 pm, Special Meetings)</i>	Board conducts first round of interviews
January 31, 2022 <i>(5:00 pm, Special Meeting)</i>	Board conducts reference checks and holds second round of interviews; Board selects lone finalist and sets negotiations process
February 1, 2022 <i>(Time TBD, Special Meeting – if it's a committee)</i>	Board committee or designee begins negotiations of employment contract with lone finalist
February 10, 2022 <i>(6:00 pm, Special Meeting)</i>	Board meets to approve employment contract
July 1, 2022	New superintendent reports to work