



MCPHERSON JACOBSON, LLC
EXECUTIVE RECRUITMENT & DEVELOPMENT



2025-2026 Planning & Communications Timeline - Medford Superintendent Search

**Updated 12/21/25 (dates below subject to change based on process)*

Activity	Date(s)
Board Planning Meetings	October 22, October 24, October 27, November 20, December 11, January 15, February 5, February 19
Board Determines Timeline/Criteria	October 27 to November 13
Reserve Spaces for Stakeholder/Public Forum	Week of November 17
Collect Board Feedback: Stakeholders/Criteria	November 13 to November 24
Stakeholder Invites (email template provided)	November 24-25
Stakeholder Calendar (outlook)	November 24-25
Create Website	November 20 to November 25
Stakeholder Phone Calls (follow-up)	December 1 to December 3
Create Stakeholder Meeting Draft Schedule	November 18 to November 24
Job Posting Live (QR and link)	Week of November 24
Website Live	November 26
Create Fliers for Public Form	December 2
Post Public Forum Fliers on Socials/Website, Press Release to Media	December 3
Stakeholder Reminder E-mails	December 8
Stakeholder Meetings	December 9-10
Public Forums	December 9-10
Online Survey Window (share in MSD minute & social media)	December 8 to December 19
Doodle Poll for Available Dates	December 21 to December 31
Board Members Review Applications & Reference Checks	Week of January 12
Organize and Reserve Spaces for Interviews	Week of January 19

Prepare for Interviews: Questions and Set-up	Week of January 19
Preliminary Interviews (email reminders)	Week of January 19
Preliminary Interviews (full-day)	Week of January 26
Prepare for Final Round Interviews (panels)	January 29 to Feb 1
Final Round Interviews	February 2 to February 13
Board Votes on Contract for Top Finalist	Mid of February
Superintendent Announcement	End of February