



# Memorandum

Date: January 13, 2025

To: Board of Directors of the Pendleton School District 16R

From: Patrick Gregg, Board Chair  
Prepared by Ronda Thornburg, Executive Secretary

Subject: Superintendent Search Planning Calendar

**Background:** At the December 12, 2024, Special Session, a timeline was approved for the superintendent search for Pendleton School District.

December 16, 2024	Superintendent Position Opens and is Advertised
January 7, 2025	Work Session
January 13, 2025	Regular Board Meeting
January 28, 2025	Special Session – select interview questions/determine interview process
February 3, 2025	Closing Date for Applications
February 4, 2025	Work Session
February 10, 2025	Regular Board Meeting
February 24, 2025	Special & Executive Session – review candidates/select finalists
March 4, 2025	Work Session
March 10, 2025	Cancel Regular Board Meeting due to all-day in-person interviews of candidates
Week of March 17, 2025	Special & Executive Session – selection of a new superintendent
July 1, 2025	Start Date for New Superintendent