

**TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT
MAYNARD PUBLIC SCHOOLS**

Task	RESPONSIBILITIES	DATE(S)
Orientation Meeting Overview of Process	School Committee (decisions) (NESDEC provides guidelines) - Name Liaison - Approve Timeline - Discuss letter/ads/application - Establish salary range - Screening Committee	August 19, 2019
Anticipated Start Date	SCHOOL COMMITTEE	July 1, 2020
Develop Invitational Letter & Online Ad	NESDEC: Develops letter and ads. SCHOOL COMMITTEE/LIAISON: Final approval NESDEC website announcement posted as soon as info is available.	Text approved by by September 9, 2019
Distribute letter, advertise, post vacancy on web sites, begin recruiting.	NESDEC website and network	September/October 2019
Community Needs Assessment	School Committee determines focus groups/interviews/survey - Admin; Staff; Community/ Parents. District schedules and notifies public, etc. NESDEC conducts focus groups/interviews and develops candidate profile.	Focus Groups: October 15 & 17, 2019 Survey: Open until October 17, 2019
Candidate Profile Development	SCHOOL COMMITTEE/NESDEC	Submitted: October 22, 2019 Finalized by SC: October 24, 2019
Screening Committee Selection: Advertise/Recruit and Select Members	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	Outreach: September 2019; Selection: October 2019
Begin Review of Applications – (i.e., Application Deadline)	NESDEC	October 28, 2019
Complete/organize applicant files.	NESDEC	October 28-29, 2019
1st Interview/Selection Workshop with Screening Committee (2-3 hrs)	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, permit confidential on-line access to applications.	October 30, 2019
2nd Screening Committee Workshop (1-2 hrs)	Meeting 2: Review applications, affirm interview schedule. NOTE: Election Day - November 5, 2019	November 4, 2019
Interview applicants to identify up to 5 finalists.	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status) NOTE: Thanksgiving Recess November 27-29	November 12-25, 2019
Determine candidates to recommend to School Committee by date noted.	SCREENING COMMITTEE candidates listed alphabetically	On/about November 25, 2019
First Agreement in Principle with Finalists	NESDEC	November 25-29, 2019
Announce Finalists	SCHOOL COMMITTEE	By December 4, 2019
Finalist Visits and Interviews	SCHOOL COMMITTEE (NESDEC will set up interviews and notify candidates of status) Note: Holiday Recess: Dec. 23-Jan.2 (?)	December 2019
Visits to Finalists' Districts (Optional)	SCHOOL COMMITTEE (NESDEC will set up visits)	December 2019/ January 2020
Second Agreement in Principle with Finalists and Verify Credentials	NESDEC	January 2020
Select Superintendent	SCHOOL COMMITTEE	January/February 2020