Superintendent Search Timeline

(NOTE: Timeline is subject to change as determined by the Board of Trustees / Search Committee)

June 25, 2021 Conduct Pre-search interview with Superintendent Search Committee - Initial discussions related to: Salary/Qualifications/Contract terms - Application process & supporting materials Superintendent’s job description/evaluation - DRAFT Timeline and other items as needed (1:00 p.m.)

July 26, 2021 Update Timeline - Confirm plans for community, staff and student forums - Review on-line survey for community & staff - Website search portal - Position advertisement - Identify advertisement venues and associated costs - Components of application and submissions to FSBA - Job description (1:00 p.m.)

August 16, 2021 Superintendent Search Committee meeting: Review advertisement regarding contract length, salary range, etc. Discuss: Semi-finalist vetting process - Activities regarding finalists’ interview week - Update related to press release, forums advertisement, superintendent search portal - survey go-live access for stake holders – Student, staff and community forums – Review Timeline (1:00 pm)

Week of August 16, 2021 Press release/social media announcing: Superintendent Search web site portal, Community staff and student forms - On-line survey (On-line survey goes live)

August 26, 2021 Hold Student, Staff and Community Forum meetings at Lake Wales High School:

 Student (2:00 p.m.)

 Staff (4:00 p.m.)

 Community (6:00 p.m.)

August 27, 2021 On-line survey closes

Week of September 6, 2021 Finalize position advertisement

September 13, 2021 Advertisements posted (application period begins)

September 22, 2021 Superintendent Search Committee meeting to review: Roles and responsibilities of Search Committee related to conducting reference checks - screening guide - Sunshine Law - receipt of applications, and other items as needed (1:00 p.m.)

October 11, 2021 Advertisements close

October 14, 2021 Superintendent Search Committee meeting to conduct initial screening of applications and identify top candidates - Request written and video responses from top candidates (1:00 p.m.)

October 21, 2021 Superintendent Search Committee receives responses from top candidates via electronic communication

October 25, 2021 Superintendent Search Committee meeting to identify semi-finalists and schedules semi-finalists zoom interviews for October 29th (1:00 p.m.)

October 29, 2021 Superintendent Search Committee meeting to conduct interviews of semifinalists via zoom

 (Times TBD)

November 1, 2021 Superintendent Search Committee identifies finalists and forwards to Board of Trustees (No ranking) (1:00 p.m.)

Week of November 1, 2021 Board of Trustees accepts the finalists as identified by the Superintendent Search Committee

November 8, 9 and 10, 2021 Board of Trustees conducts finalist’s interviews & holds one-on-one interviews – Additionally, school/community tours for finalists and a community meet and greet if desired

Week of November 15, 2021 Board of Trustees meeting to select new Superintendent and begin contract negotiations

November 29, 2021 Board of Trustees meeting to approves contract

January 3, 2022 Projected start date

DRAFT Presented June 25, 2021

 Revised July 26, 2021

 Revised August 16, 2021

 Revised August 27, 2021