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. (Episcopal Church of the Good Shepard - 1:00 p.m.)

July 26, 2021 Superintendent Search Committee meeting: 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 (Episcopal Church of the Good Shepard - 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 (Episcopal Church of the Good Shepard - 1:00 p.m.)

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

September 13, 2021 School-based Administrative Staff Forum - Lake Wales High School (8:00 a.m.)

September 22, 2021 Superintendent Search Committee meeting: Review: Board approved Superintendent job description – Input from all forums – and vacancy advertisement. Discuss and receive input related to revision of Timeline. (Episcopal Church of the Good Shepard - 1:00 p.m.)

October 4, 2021 Superintendent Search Committee meeting: Finalize revised Timeline, and address other items as may be needed (Episcopal Church of the Good Shepard - 1:00 p.m.)

October 11, 2021 Advertisements posted (application period begins) NOTE: Superintendent Search Committee members begin receiving candidate applications as received via FSBA after October 25th meeting.

October 25, 2021 Superintendent Search Committee meeting to review: Roles and responsibilities of Search Committee related to conducting reference checks - screening guide - Sunshine Law & Public records - receipt of applications – identify candidate questions for written/video responses, and other items as needed (Episcopal Church of the Good Shepard - 1:00 p.m.)

Board of Trustees meeting: Approve revised search Timeline as identified at October 4, 2021 Superintendent Search Committee meeting – FSBA reviews search activities to date and overview of finalists’ on-site interview schedules and associated activities (Lake Wales High School – 5:30 p.m.)

November 12, 2021 Advertisements close (application period ends at midnight)

December 8, 2021 Superintendent Search Committee meeting to conduct initial screening of applications and identify top candidates (Episcopal Church of the Good Shepard - 1:00 p.m.)

– FSBA request written and video responses from top candidates Note: Responses received by FSBA not later than **December 16, 2021**.

December 17, 2021 Superintendent Search Committee members receive written and video responses from top candidates via electronic communication from FSBA

January 10, 2022 Superintendent Search Committee meeting to identify semi-finalists and schedules semi-finalists zoom interviews for **January 20, 2022** (Episcopal Church of the Good Shepard - 1:00 p.m.)

January 20, 2022 Superintendent Search Committee meeting to conduct interviews of semifinalists via zoom **(Location TBD – 9:00 a.m. until)**

January 24, 2022 Superintendent Search Committee meeting to identify finalists (No ranking) (Episcopal Church of the Good Shepard - 1:00 p.m.)

 Board of Trustees meeting - Superintendent Search Committee Chair presents the names of finalists to the Board of Trustees as identified by the Superintendent Search Committee – FSBA reviews finalists interview schedules and other items as needed (Lake Wales High School – 5:30 p.m.)

February 9, 10, and 11, 2022 Board of Trustees conducts finalist’s interviews & holds one-on-one interviews – **(Location and Time TBD)** Additionally, school/community tours for finalists and a community meet and greet if desired by the Board of Trustees

February 22, 2022 Board of Trustees meeting to select new Superintendent and begin contract negotiations (Lake Wales High School – 5:30 p.m.)

**Date TBD** Board of Trustees meeting to approve contract of new Superintendent (Lake Wales High School – 5:30 p.m.)

**Date TBD** New Superintendent start date

DRAFT Presented June 25, 2021

 Revised July 26, 2021

 Revised August 16, 2021

 Revised August 27, 2021

 Revised (by SS Committee) October 4, 2021