

## New York Mills Public Schools – Superintendent Search Timeline

February 5th, 2024 <i>(5:30 pm, Special Meeting)</i>	Planning meeting – Board adopts search timeline, reviews hiring criteria, search procedures, market positioning, and stakeholder involvement
February 8 – March 4, 2024	Stakeholder online survey open
February 20, 2024 <i>(4:00 pm – Will be recorded.)</i>	MSBA facilitates virtual informational Q&A session
February 8, 2024 – March 19, 2024	MSBA posts opening on websites (MSBA, MASA, EdPost, Revelus), advertises position vacancy, receives applications, and responds to applicants' inquiries
March 14, 2024 <i>(5:30 pm, Special Meeting) MSBA joins virtually.</i>	Board meets for interview training, and to discuss stakeholder report, interview questions and procedures
March 19, 2024	Application Deadline
March 20 – April 2, 2024	MSBA conducts screening, preliminary verification of references, pre-interviews of recommended applicants
March 21 – April 2, 2024	Board members review applications
April 2, 2024 <i>(6:00 pm, Special Meeting) MSBA joins virtually.</i>	Board meets to determine finalists, interview questions and procedures; MSBA reviews interview training
April 5 and 6th, 2024 <i>(3:00 pm and 9:00 am, Special Meeting)</i>	Board conducts first round of interviews
April 9, 2024 <i>(4:00 pm, Special Meeting)</i>	Board conducts reference checks and holds second round of interviews; Board selects lone finalist and sets negotiations process
April TBD, 2024 <i>(Time TBD, Special Meeting – if it's a committee)</i>	Board committee or designee begins negotiations of employment contract with lone finalist
April TBD, 2024 <i>(Time TBD, Regular or Special Meeting)</i>	Board meets to approve employment contract
July 1, 2024	New superintendent reports to work