

**SUPERINTENDENT SEARCH TIMELINE**

**Urbana School District #116**

**(boldface indicates Board involvement)**

<b>February 13, 2019</b>	<b>Consultants Facilitate Planning Meeting with Board of Education</b>
February 14, 2019- April 11, 2019	Consultants Advertise the Position, Recruit Candidates, Accept and Screen Applications
<b>March 6-7, 2019</b>	<b>Consultants Facilitate Community Engagement:</b> <b>1. Conduct Interviews with Focus Groups, Conduct Open Forum for Staff, Conduct Open Forum for the Community, Board of Education Focus Group</b> <b>2. Collect Online Feedback from Members of the School Community (<i>available online February 25 - March 8</i>).</b>
<b>March 12, 2019</b>	<b>Consultants Present New Superintendent Profile to the Board</b>
By April 21, 2019	Consultants Interview and Vet Promising Candidates
<b>April 23, 2019</b>	<b>Consultants Present Slate of 5-7 Recommended Candidates to the Board, Conduct Board and Committee Interviewing Workshops</b>
<b>April 26-27, 2019</b>	<b>Board Conducts Initial Interviews of 5-7 Candidates</b>
<b>May 1-3, 2019</b>	<b>Board Conducts Second Interviews of 3 Finalists over a 3-day Period</b>  Select Interview Committees also Interview 3 Finalists and Give Feedback to Board for Consideration
<b>May 4-11, 2019</b>	<b>Board Selects and Vets Top Choice (Conduct Site Visit, and/or Conduct Reference Calls, and/or conduct Deep Background Check)</b>  <b>Board Negotiates Contract with Selected Candidate</b>
<b>Week of May 12, 2019</b>	<b>Board Takes Formal Action on the New Superintendent's Contract</b>
July 1, 2019	New Superintendent Assumes Duties

***The Board reserves the right to change the timeline.***