



# Peekskill CSD



## DRAFT SUPERINTENDENT SEARCH TIMELINE

APPROXIMATE DATES/DEADLINES	ACTIVITY
August 2017	<ul style="list-style-type: none"> <li>• Planning Session – Board and Consultants</li> </ul>
September 2017	<ul style="list-style-type: none"> <li>• Gather Input – Staff, Parents, Community</li> <li>• Establish Search Criteria</li> <li>• Develop Recruitment Brochure</li> <li>• Prepare Advertisements</li> </ul>
October - November 2017	<ul style="list-style-type: none"> <li>• Internal Posting</li> <li>• Advertise</li> <li>• Mailing to Universities and Others</li> </ul>
November - December 2017	<ul style="list-style-type: none"> <li>• Screening /Interviewing by Consultants</li> <li>• Credential Verification and Preliminary Reference Checking</li> </ul>
December 22, 2017	<ul style="list-style-type: none"> <li>• Applications Closes</li> </ul>
Early January 2018	<ul style="list-style-type: none"> <li>• Meeting of Board and Consultants to Select Semifinalists</li> <li>• Set Interview Dates/Procedures</li> </ul>
Mid-January 2018	<ul style="list-style-type: none"> <li>• First Semifinalist Interviews by Board</li> <li>• Establish Finalists</li> </ul>
January - February 2018	<ul style="list-style-type: none"> <li>• Background check: Financial, Criminal, Educational all Finalists</li> <li>• Committee Finalist Interviews</li> <li>• Second Interviews by Board</li> <li>• Selection of Final Candidate</li> </ul>
February 2018	<ul style="list-style-type: none"> <li>• Site Visit</li> <li>• Contract Negotiation Finalized</li> </ul>
February – March 2018	<ul style="list-style-type: none"> <li>• Agreement Signed with New Superintendent</li> <li>• Board Appoints Superintendent effective on or about July 1</li> </ul>