

TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT
HINGHAM PUBLIC SCHOOLS

Task	RESPONSIBILITIES	DATE(S)
Orientation Meeting Overview of Process	School Committee (decisions) (NESDEC provides guidelines) - Name Liaison - Approve Timeline - Discuss letter/ads/application - Establish salary range - Screening Committee	July 23, 2018
Anticipated Start Date	SCHOOL COMMITTEE	July 1, 2019
Develop Invitational Letter & Online Ad	NESDEC: Develops letter and ads. SCHOOL COMMITTEE/LIAISON: Final approval NESDEC website announcement posted as soon as info is available.	Text approved by August 10, 2018
Distribute letter, advertise, post vacancy on web sites, begin recruiting.	NESDEC website and network	September/October 2018
Community Needs Assessment	School Committee determines focus groups/interviews/survey - Admin; Staff; Community/ Parents. District schedules and notifies public, etc. NESDEC conducts focus groups/interviews and develops candidate profile.	Focus Groups: 9/27-10/4/18 Survey: 9/27-10/8/18
Candidate Profile Development	SCHOOL COMMITTEE/NESDEC	Submitted: 10/16/18 Finalized by SC: 10/18/18
Screening Committee Selection Advertise/Recruit and Select Members	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	Outreach: September 2018; Selection: October 2018
Begin Review of Applications – (i.e., Application Deadline)	NESDEC	October 29, 2018
Complete/organize applicant files.	NESDEC	October 29-31, 2018
1st Interview/Selection Workshop with Screening Committee (2-3 hrs)	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, permit confidential on-line access to applications.	November 1, 2018
2nd Screening Committee Workshop (1-2 hrs)	Meeting 2: Review applications, affirm interview schedule.	November 5 or 6, 2018
Interview applicants to identify up to 5 finalists.	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status) NOTE: Thanksgiving Recess November 21-23	November 12-28, 2018
Determine candidates to recommend to School Committee by date noted.	SCREENING COMMITTEE candidates listed alphabetically	On/about November 28, 2018
First Agreement in Principle with Finalists	NESDEC	November 28-December 3, 2018
Announce Finalists	SCHOOL COMMITTEE	By December 6, 2018
Finalist Visits and Interviews	SCHOOL COMMITTEE (NESDEC will set up interviews and notify candidates of status) Note: Holiday Recess: Dec. 21-Jan.3	December 2018
Visits to Finalists' Districts (Optional)	SCHOOL COMMITTEE (NESDEC will set up visits)	December 2018/ January 2019
Second Agreement in Principle with Finalists and Verify Credentials	NESDEC	January 2019
Select Superintendent	SCHOOL COMMITTEE	January 2019