

**MONTCLAIR PUBLIC SCHOOLS**  
**Superintendent Search Calendar**  
**Includes Strategic Focus Area Development**

|                             |  |  |
|-----------------------------|--|--|
| December 16                 | Initial meeting with Board to review the process and answer questions.   |  |
| January 8                   | Work with Board to receive Board input on their vision for successful candidate, finalize criteria to appear in the ad, calendar, and application questions  |  |
| January 19, 26              | If agreed to by Board, Ad appears in <i>Star Ledger</i> , any national publications, and online options. NJSBA will be post ad on NJSBA's and other websites, distributed to NJSBA's database and other NJSBA advertising relationships. |  |
| Feb 10, 12, 24, 26          | Input session meetings with community and staff. Also online survey.   |  |
| February 20                 | Deadline for receipt of completed applications.  |  |
| March 2                     | Applicant pool weighted and candidates for preliminary interviews identified.  |  |
| March 9, 12                 | Consultant and 2 Administrators conduct preliminary interviews with selected candidates based on criteria.   |  |
| March 15                    | Board review of applicant pool. Board selects applicants for first-round interview with the Board.   |  |
| March 17, 22                | Board conducts first-round interviews. Selects second-round interviewees.  |  |
| March 28, 29                | Board conducts second-round interviews and selects two to three finalists.   |  |
| April 6, 8, 21<br>Postponed | Focus Area brainstorming meetings – strategic initiative   |  |
| Mid-April                   | Board conducts third-round/finalist interviews if needed and selects one finalist.   |  |
| Late April                  | Finalist's references are checked after receiving candidate clearance. District visitations may be scheduled. Upon successful completion of above, begin contract negotiations.  |  |
| May                         | Upon County Supt approval of the contract, the Board hires and publicly approves the new Superintendent  |  |
| On or before<br>July 1      | New superintendent begins work in district, 60 days after appointment date   |  |

