

Cannon Falls Area Schools Superintendent Search Timeline

January 14, 2019	Board adopts a search application deadline
January 15, 2019 to February 25, 2019	MSBA advertises position vacancy, receives applications, and responds to applicants' inquiries (MSBA, MASA, and EdPost Websites)
January 22, 2019	Board sets search timeline, develops hiring criteria, search procedures, determines stakeholder involvement, and search procedures
January 24, 2019 to February 10, 2019	Stakeholder online survey open
January 28, 2019	Board approves hiring criteria and vacancy brochure
February 12, 2019 to February 13, 2019	MSBA facilitates staff and community listening sessions and one-on-one interviews school board members and staff/community members
February 25, 2019 <i>(6:00 p.m. Regular School Board Meeting)</i>	Board meets for interview training and to develop interview questions and procedures
February 25, 2019	Application Deadline
February 26, 2019	MSBA conducts initial screening, preliminary verification of references, and pre-interviews of selected applicants
March 4, 2019 <i>(6:00 p.m. Special Meeting)</i>	Board determines finalists; finalizes interview questions and interview procedures
March 7, 2019 <i>(4:00 p.m. Special Meeting)</i> March 8, 2019 <i>(4:00 p.m. Special Meeting)</i>	Board conducts first round of interviews; MSBA onsite for first round of non-school board member interviews, if requested
March 13, 2019 <i>(5:00 p.m. Special Meeting)</i>	Board conducts reference checks and holds second round of interviews; board selects finalist, or, if needed, schedules site visits
March 15, 2019 to March 22, 2019 <i>(Specific dates and times TBD)</i>	Board committee negotiates employment contract with lone-finalist
March 25, 2019 <i>(6:00 p.m. Regular Meeting)</i>	Board approves employment contract
July 1, 2019	New superintendent reports to work

Dated: January 30, 2019