



Florida School Boards Association
SUPERINTENDENT SEARCH



TIMELINE: Monroe Co. 2024 (3.02.25)

Date(s)	Item	Time/ location	Notes
			Action Item Input opportunity Script provided
Aug 22, 2024	Board Retreat: - <u>Pre-search</u> input from Board. <u>Discussion</u> regarding search timeline and associated activities as desired by the Board to include but not limited to website portal - on-line survey - community/staff forums - superintendent job description and any Board policies (if applicable) - other items as needed	MCSB Office 241 Trumbo Road, Key West 3 p.m.	Discussion
Dec. 10	Board Meeting – <u>Review and Discussion</u> regarding: DRAFT search timeline and associated activities - DRAFT on-line survey – community forums/focus group(s) – District website search portal – SAMPLE finalist’s on-site interview schedule. <u>Update</u> regarding: Superintendent job description / applicable Board policies, and address other items as needed.	CSHS – 3:30 p.m.	Discussion Direction needed
January 28, 2025	Board Meeting – <u>Approval</u> of: Search timeline – On-line survey – Dates/locations of community forums/focus group(s). <u>Update</u> regarding: District website search portal – Finalist’s on-site interview schedule, and address other items as needed. Salary and contract length initial discussion	MHS 5 p.m.	Action item(s) Discussion
February 3 – February 28, 2025	Conduct on-line survey	Online	Input opportunity



Florida School Boards Association SUPERINTENDENT SEARCH



February 11 – 13, 2025	<p>Forums and Student Focus Group</p> <ul style="list-style-type: none"> • 11th Coral Shores High School • 12th MAGS Focus Group VIRTUALLY, including MS, Marathon High School • 13th Key West High School 	<p>CSHS 6pm</p> <p>MHS 6pm</p> <p>KWHS 6pm</p>	Input opportunity
February 25, 2025	<p>Board Meeting – <u>Discussion</u> regarding results of on-line survey and input received from community forums/focus group(s). <u>Determine</u>: Minimum and/or preferred qualifications, qualities and characteristics needed in next superintendent – Salary range – length of contract to be offered – contents of application packet – application process and advertisement venues. <u>Discuss</u>: Applicant screening process to determine semi-finalists and finalists as desired by the Board. <u>Update regarding</u>: Finalist’s on-site interview schedule –Superintendent job description / applicable Board policies if needed, and address other items as needed.</p>	<p>CSHS</p> <p>5 p.m.</p>	Discussion
March 3, 2025	<p>Advertisement period begins</p> <p>NOTE: Upon receipt of complete applicant packets by FSBA, applicant packets will be submitted to the Administrative Assistant to the Board for distribution to Board members. Additionally, complete application packets will be posted within the search portal.</p>		
April 1, 2025	Advertisement period ends	midnight	
April 8, 2025	<p>Board Meeting – <u>Identify</u>: Semi-finalists & questions for semi-finalists as desired by the Board. <u>Discuss</u>: Process for selecting finalists. <u>Update</u>: Related to finalist’s interview schedule and associated activities. <u>Review</u>: Contract items</p>	<p>KW City Hall</p> <p>4 pm workshop</p> <p>5 pm meeting</p>	Action Item



Florida School Boards Association SUPERINTENDENT SEARCH



	and negotiation process, and other items as may be needed.		
April 14, 2025	FSBA receives responses from semi-finalists for dissemination to the Board if the Board identified semi-finalists NOTE: Responses are also posted to the website search search portal.		Input opportunity/QR code
April 22, 2025	Board Meeting – Identify finalists (no ranking). Review method and process for selection of superintendent. Discuss Board member’s questions for finalists. Update related to on-site interview schedule of finalists, contract negotiations, and other items as needed.	CSHS 4 p.m. workshop 5 p.m. meeting	Action item
April 29, 2025 (Tues)	Out of area finalists arrive STAY NEAR: Marathon	TBD	
April 30, 2025 (Wed)	<u>Conduct</u> on-site interviews for finalists, tour Upper Keys facilities, meet and greet finalists, STAY NEAR: Marathon	Meet and Greet: CSHS, 6 pm	Input opportunities/ QR codes
May 1, 2025 (Thurs)	<u>Travel to Marathon</u> <u>Conduct</u> on-site interviews for finalists public School Board (collective) interviews, tour Middle Keys facilities, meet and greet finalists, STAY NEAR: Marathon, travel to Key West in morning	TBD time, location for public interviews Meet and Greet: MHS, 6 pm	Script provided Input opportunities/ QR codes
May 2, 2025 (Fri)	<u>Travel to Key West</u> <u>Conduct</u> on-site interviews for finalists, tour Key West facilities, board member one-on-ones, meet and greet finalists	TBD time for interviews Meet and Greet: KWHS, 6 pm	



Florida School Boards Association SUPERINTENDENT SEARCH



	STAY IN KEY WEST or back to Marathon		
May 6, 2025 TBD	Board Meeting – Select superintendent - Discussion regarding contract negotiations with effective start date to be determined per contract.	MHS 5 p.m.	Action item Script provided
	Board Meeting - Approve contract with effective start date		Action item
	New Superintendent projected start date		
July 1, 2025			

Approved: 1.28.2025

Revised: 1.29.2025

Revised: 3.02.2025