



# TIMELINE: Monroe Co. 2024 (1.15.25)

Date(s)	Item	Time/ location	Notes
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.	Action Item  Input opportunity  Script provided  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	Community Forums and Student Focus Group	CSHS 6pm MHS 6pm KWHS 6pm	Input opportunity
February 25, 2025	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 contact 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.	CSHS 5 p.m.	Discussion
March 3, 2025	Advertisement period begins  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.		
April 1, 2025	Advertisement period ends	midnight	
April 8, 2025	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 and negotiation process, and other items as may be needed.	KW City Hall 5 pm	Action Item



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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-stie interview schedule of finalists, contract negotiations, and other items as needed.	CSHS  5 p.m.	Action item
Week of April 28, 2025	On-site interview of finalists		
	Out of area finalists arrive		
	<u>Conduct</u> on-site interviews for finalists (NOTE: On-site interviews to include School Board collectively and School Board members individually)		Script provided  Input opportunities/Q R codes
May 6, 2025	Board Meeting – Select superintendent - Discussion regarding contract negotiations with an effective start date to be determined per contract.	MHS  5 p.m.	Action item  Script provided
TBD	Board Meeting - Approve contract with effective start date		Action item
July 1, 2025	New Superintendent projected start date		

Approved:  
Revised: