

## **Kenneth J. LaCroix Educational Consultant**

### **Timeline for White Bear Lake Area Schools Superintendent Selection Process**

December 20, 2016	Prepare Invitation to Apply brochure and posting.
December 22, 2016	Email Invitation to Apply brochure and posting to MASA and MSBA for posting; emailed Invitation to Apply brochure to list provided by MASA.  Job posting on our website.  School Board members may begin reviewing application materials in the human resource office. School Board members will be notified when completed applications are received.
December 28, 2016	Invitation to Apply brochure and survey link posted on website.
December 30, 2016	Invitation to Apply brochure posted as 624 Fact on the district's Facebook and Twitter accounts.
January 1, 2017	Characteristic Survey for New Superintendent link included in Staff News and Parent Notices sections of e-newsletter.
January 5-6, 2017	Advisor and School Board meet with students, teachers, PTO/PTA leaders, staff members, principals, Cabinet, and community members.
~January 6, 2017	Characteristic Survey for New Superintendent link included as 624 Fact on Facebook and Twitter.
January 9, 2017	Work-Study session at 5:30 p.m. in Conference Room 206
January 10, 2017	The School Board's search process and timelines will be posted on website.
January 20, 2017	Characteristic Survey for New Superintendent closes.
<b>February 6, 2017</b>	<b>Last day to accept application materials.</b>

February 13, 2017	School Board work session. Mr. LaCroix will provide an in-service to the Board at 5:30 p.m. in <b>room 206</b> on the interview process, establish questions, and assign tasks.
February 13, 2017	Advisor will prepare a recommendation on which candidates should be invited to first round interviews with the School Board. This recommendation will be presented for full Board consideration at the regular Board meeting on February 13, 2017. Names will be made public at this meeting.
February 22, 23, and 24	First round of interviews with the School Board. (Time to be determined.) After the last interview, the Board and Advisor will meet to determine which candidates will be invited back as finalists for a day in the District and a second interview with the School Board. Interviews will be at <b>South Campus</b> in the <b>Theater</b> .
February 27, 2017	Board work-study session at 5:30 p.m. in <b>Room 112</b> to prepare for the second round of interviews with the finalists.
March 1, 2 and 3 (if needed)	<p data-bbox="607 953 1003 984">Second Round of Interviews</p> <p data-bbox="607 989 1455 1125">Finalists will spend entire day in the District. They will tour the School District. The finalist will meet with Cabinet, principals, and community members who will give written feedback to the Board</p> <p data-bbox="607 1167 1386 1236">At the end of the day, the finalist will interview with the School Board at <b>South Campus</b> in the <b>Theater</b>.</p>
March 2 or 3, 2017	The School Board will select the finalist, and offer the position subject to negotiating a mutually agreeable contract
April 10, 2017	Approve contract for the new superintendent at Board meeting.
July 1, 2017	Start date for new superintendent or date mutually agreed upon.