

**TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT
HUDSON, MA PUBLIC SCHOOLS
(Nov. 29, 2022)**

**Working Draft V.2 as of
January 9, 2023**

Task	RESPONSIBILITIES	DATE(S)
Orientation Meeting/ Overview of Process	SCHOOL COMMITTEE (review/decisions) (NESDEC provides guidelines) - Name Liaison - Approve Draft Timeline - Discuss letter/ads/application - Establish salary range (ongoing) - Determine Composition of Screening Committee	November 29, 2022 & Ongoing
Anticipated Start Date for New Superintendent	SCHOOL COMMITTEE	July 1, 2023
Develop Invitational Letter & Online Ad	NESDEC: Develops letter and ads; SCHOOL COMMITTEE/LIAISON: Final approval; NESDEC website announcement posted as soon as info is available.	Text approved by: December 13, 2022
Distribute Letter, Advertise, Post Vacancy on Web Sites, Begin Recruiting	NESDEC Website and Recruiting Network	December 2022- January 2023
Community Needs Assessment	SCHOOL COMMITTEE determines focus groups/interviews – i.e. Admin; Staff; Community/ Parents. District schedules and notifies public, etc. NESDEC conducts focus groups/interviews and develops candidate profile	January 2023
Candidate Profile Submitted	SCHOOL COMMITTEE/NESDEC	January 25, 2023
Screening Committee Selection: Advertise/Recruit and Select Members.	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	By January 31, 2023
Begin Review of Applications – (i.e. Application Deadline)	NESDEC	January 31, 2023
Complete/Organize Applicant Files	NESDEC	Jan. 31-Feb. 2, 2023
1st Interview/Selection Workshop with Screening Committee (1-2 hrs)	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule	February 2, 2023
2nd Screening Committee Workshop (1- 2 hrs)	Meeting 2: Review applications, affirm interview schedule	February 8, 2023
Preliminary Interviews of Selected Applicants	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status)	February 9 or 10 – February 16, 2023
Determine Candidates to Recommend to School Committee by Date Noted	SCREENING COMMITTEE	February 17, 2023
First Agreement in Principle with Finalists and Verify Credentials	NESDEC	February 17-22, 2023
Announce Finalists (listed alphabetically)	SCHOOL COMMITTEE	February 27, 2023
Finalist Interviews	SCHOOL COMMITTEE	March 6-17, 2023
Visits to Finalists' Districts (Optional and Possibly Virtual)	SCHOOL COMMITTEE	March 20-24, 2023
Second Agreement in Principle with Finalists and Verify Credentials	NESDEC	March 24-27, 2023
Select Superintendent	SCHOOL COMMITTEE	April 2023