

State Board of Education
Superintendent of Public Instruction Search

	Action Items	Timeline
Step 1	Identify funding source for Search Firm Review Search Process/Timeline	June 2018
Step 2	Establish criteria for Search Firm/approve RFP/identify potential search firms to send the RFP SBE invites stakeholder and public comment on criteria and qualifications for candidates in writing	August 2018
Step 3	SBE begins discussing desired criteria, qualifications and job description/reviews public comment	September 2018
Step 4	SBE Reviews RFP proposals/selects search firm State enters into contract with selected search firm SBE finalizes criteria, job description and search process	October 2018
Step 5	Search officially begins and is publicly announced (with assistance of search firm)	November - December 2018
Step 6	Review public and “confidential” candidates and work towards identification of finalists, including reference checks. May decide to extend the search depending on quality of applicants. *Closed Session may be used to discuss applicants who request “to remain confidential”	January 2019

Step 7	<p>Public and/or closed session to rank order candidates and identify potential leading candidates. Identify additional issues that need investigation for leading candidates, including professional record, salary requirements, etc.</p> <p>*Closed Session may be used to discuss applicants who request “to remain confidential”</p>	February 2019
Step 8	<p>Search firm confirms that candidates are still “interested” (before they become public)</p> <p>SBE Identifies candidates to invite for public interviews (must be done in public meeting)</p> <p>Select dates for public meetings/interviews</p> <p>Conduct public interviews</p> <p>Determine if second interview is necessary</p>	February/March 2019
Step 9	<p>Second interview(s) OR Public meeting to review and formally approve finalist.</p> <p>SBE votes to enter into negotiations with first choice candidate</p>	March or April SBE meeting
Step 10	New Superintendent begins	By July 1, 2019

Adopted June 12, 2018