

THIS IS A SAMPLE PROPOSAL ONLY

ASHEVILLE CITY BOARD OF EDUCATION SCHOOLS SUPERINTENDENT SEARCH SCHEDULE 2023

General Notes:

- 1) The process from advertisement to final contract negotiations typically takes 5 months.
- 2) Many sitting Superintendents want to finish the school year (at least for students) before starting a new superintendency.
- 3) As Board Attorneys, Campbell Shatley does not act as a search firm. However, we will assist the Board (and search firm if selected) as needed with regards to application / advertisement, reference checks, background checks, social media checks, survey questions, and interview training / sample questions.
- 4) We do not recommend an open selection process. From experience we know that many excellent superintendent candidates will not want their application to be public.

Date(s) / Deadline	Activity
January	Review Search Firm Proposals Approve Final Contract by {TBD}
January	Approval of Application/Advertisement
No later than Mid-February	Advertisements and Applications Posted Campbell Shatley posts announcements utilizing - o NCSBA = complimentary - o NCASA = complimentary - o Education Week (optional / 30 days) = minimum \$495 - o AASA (School Superintendent Association) (optional / 30 days) = minimum \$560
February 2023	Public / Staff Survey¹ and/or Public Forum / Listening Sessions
	Public Input Forums (previous locations used) ▪ Asheville Middle School ▪ Ira B. Jones Elementary School ▪ Montford North Star Academy ▪ Arthur Edington Center

¹ "Survey Monkey" is often used for internet input from staff and/or public

	▪ Hall Fletcher Elementary School ▪ North Asheville Library
March	Work Session to discuss community/staff survey results and input from community forums
Mid-March 2023	Deadline for Applications
March 2023	Board Selection of Candidates to Interview (*See below)
April 2023	Select Top Candidate // Begin Contract Negotiations
May 2023	Public Announcement (Special Called meeting)
June 2023	Employment to Begin (no later than July 1, 2023)

*** Sample Selection Process: approximately 4-5 Board meetings**

First Meeting	Select Candidates to be Interviewed (Special Called Meeting) Select potential dates/location for interviews
	Prepare Model Questions and Guidelines for Interviews
	Research on candidates to be interviewed ▪ Background research of social media/newspapers ▪ Reference checks
Second Meeting	Interview Selected Candidates (First Round) (Special Called Meeting)
Third / Fourth Meeting	Second or Third Round of Interviews (if needed) and Final Selection (Special Called Meeting) ▪ Credit background and criminal checks conducted on finalist(s)