



**COLUMBUS
CITY SCHOOLS**

Superintendent Search - 2018

BWP & ASSOCIATES

Approved Search Calendar 3

Abstract: This calendar represents a superintendent search process which would conclude with an announcement of the finalist in October 2018. An anticipated employment start date in January 2019 or sooner may require adjustment based on contract negotiations. The search process calendar may require modification if the application deadline is extended and/or if suitable candidates as deemed by the Consultants and/or the Board of Education are not identified within the timeframe listed.

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	Special Bd. Mtg. 11 BWP Interview Selected as Search Firm	12 BWP begins planning phase	13 LOU submitted for review	14 Confidentiality agreement submitted for review	15 Proposed planning agenda and documents submitted	16
17	Special Bd. Mtg. 18 Meet & Greet, Interviews Board Planning Session	Regular Bd. Mtg. 19	20	21	22 Ad submissions Data Review Announce Vacancy & begin recruitment	23 Posting on Websites Application open
24	25	26	27	28	29	30

EVENTS

BWP

- Provide planning agenda
- Review & Collect Data
- Develop community engagement activities
- Open application
- Submit postings and ads
- Contact colleagues

Board

- Approve LOU & CA
- Develop calendar and approve timeline
- Approve engagement and communication strategies
- Consultant interviews

Support

- Review documents with recommendations
- Provide data
- Consultant engagement
- Implementation of communication strategies

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 E-mail contact with Board for update – Profile confirmation	4	5 2 nd Ad posting	6	7
8	9	10	11	12	13	14
15	16	17 E-mail contact with Board for search update	18 BWP Constituent Engagement	19	20 BWP Constituent Engagement	21
22	23	24	25	26	27	28
29	30	31 Special Board Meeting Written & On-line Update from BWP re: Search Status				

EVENTS

BWP

- Screen applications as they are received to determine viability
- On-going recruitment
- Implement community engagement activities
- Provide Board updates - written and verbal
- Distribute vacancy notice – Urban Superintendent's Conference
- Monitor advertisement

Board

- Confirm search status
- Review Interview protocols

Support

- Continue communication strategies
- Review Interview protocols

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	Regular Bd. Mtg. 7	8	9	10	11 Application Deadline
12 BWP Application Review	13 BWP Application Review	14	15	16	17 BWP Interviews	18 BWP Interviews
19	18	Regular Bd. Mtg. 21	22	School Begins 23	24	25
26	27		29	30	31	

EVENTS

BWP

- Complete application review & screening to identify top candidates
- Schedule & interview top candidates
- Identify 5-6 top choices based on profile
- Research background information
- Prepare training materials
- Prepare Final report & present slate
- Conduct Board training
- Schedule candidates for Bd. interviews

Board

- Review & accept final report
- Review and determine acceptance of slate
- Review scheduled calendar

Support

- Review final report
- Arrange logistics for board interviews 1 & 2 & "Day in the District"
- Continue communication strategy implementation

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	Labor Day 3	Regular Bd. Mtg. 4	Special Bd. Mtg. 5 Presentation of Slate and Board Training - 5:30	6	7	8
9	Rosh Hashanah 10	Bd. 1 st round interviews 11	Bd. 1 st round interviews 12	Bd. 1 st round interviews Vote on candidates 13	14	15
16	Semi-finalist/finalist Day in the District 2 nd Board Interview & selection 17	Regular Bd. Mtg. 18	Yom Kippur Semi-finalist/finalist Day in the District 2 nd Board Interview 19	Semi-finalist/finalist Day in the District 2 nd Board Interview Vote 20	21	22
23	Finalist Contract Negotiations 24	25	26	27	28	29
30						



EVENTS

BWP

- Monitor 1st round Board Interviews
- Schedule & monitor Day in the District activities
- Schedule and monitor 2nd round Board interviews
- Provide contract information to the Board

Board

- Conduct consecutive 1st round interviews
- Select semi-finalist/finalist candidate
- Facilitate "Day in the District" activity
- Conduct 2nd round interviews
- Select finalist candidate
- Conduct contract negotiations

Support

- Continue implementation of communication strategies
- Implement logistics strategies for interviews and Day in the District activities
- Support Board in interview and selection protocols

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Finalist Contract Negotiations	Regular Bd. Mtg. 2	3	4	5	6
7	8	9	10	11	12	13
14	15	Regular Bd. Mtg. 16 Contract Acceptance Announcement Presentation of Finalist	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Halloween 31			

EVENTS

BWP
 Consultants available as Board Resource
 Contact all applicants and candidates regarding the search conclusion

Board
 Review and finalize contract
 Public announcement
 Contact Semi-finalist

Support
 Conduct/assist with contract negotiations
 Continue with communications strategies

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Superintendent Transition Period begins - December	2	3
4	5 New Superintendent Community Event	6 Regular BD. Mtg.	7	8	9	10
11	12	13 Special BD. Mtg.	14	15	16	17
18	19	20 Regular Bd. Mtg.	21	22	23	24
25	26	27	28	29	30	

EVENTS

BWP

Provides on-line support as needed for transition for Board and new Superintendent

Board

Participates in transition activities

Support

Continues implementation of communication strategies
Participates in transition activities