

Revised Timeline: Lincoln Search

December 5, 2011: Hold initial meeting with the school committee. Address timeline, SWOT exercise leading to the development of an initial leadership profile to be used in generating a national advertisement.

December 6, 2011: Active recruitment process begun.

December 15, 2011: Advertisement for publication in print edition of Boston Globe on Sunday, December 18, 2011 and in Ed Week on January 11, 2011. Draft was reviewed and approved by the School Committee on 12-15-11. Approximate Costs: Globe: \$2500; Ed Week: 2 x 4 camera ready advertisement published once plus appearing for 30 days on line will cost approximately \$1,200 – \$2,200 depending on number of lines. FMS will also post on relevant Massachusetts and New England web sites. Applications are submitted through secure Lincoln website.

December 15, 2011: 3 focus groups held: Hanscom faculty/support staff; Lincoln/Hanscom parents; Lincoln faculty/support staff.

January 5, 2012: School Committee reviews/votes on proposal for composition of screening committee. Advertises for participants.

January 19, 2012: School Committee confirms members of screening committee.

By January 13, 2012:

Conduct focus group with administrative team.

Conduct evening focus group/open forum.

Conduct telephone interviews with six community leaders.

January 23, 2012: Orientation for screening committee. Outline responsibilities, review leadership profile, establish parameters for work; generate first draft of questions to be asked of candidates who are chosen to be interviewed.

After Orientation - February 6, 2012: Screening committee reviews applications.

January 30, 2012: Deadline for applications. FMS will conduct computer searches on applicants and conduct informal screenings as applications are received. Continuing through **Feb. 5.**

Between February 1 and March 1, 2012 the School Committee has its labor attorney draw up a proposed contract with language only. Salary and benefits will be discussed and added to the contract during negotiations.

February 6, 2012: Screening committee meets to choose **6-8 semi-finalists** for 1st interview.

February 13-15, 2012: Screening committee interviews **semi-finalists, chooses finalists.** FMS will immediately begin completing profiles and deep reference checking.

February 16, 2012: Screening committee recommends finalists to School Committee. FMS meets with School Committee on **Feb. 16 or 17, 2012** to prepare for final interviews, candidates visit to the community, prepare questions to be asked of candidates, considerations for final interviews, etc.

February 27 - March 1, 2012: Finalist interviews with School Committee. Final candidates each spend a day in the community and are interviewed by the School Committee in the evening.

March 6 - 9, 2012: Site visits to finalists' districts. If the committee wishes to conduct site visits, such visits will be made either to the finalist community or to the communities of the three final candidates. Visits should be focused on one or two specific topics.

FMS will meet with the School Committee and review salary benefit interests of each finalist and review of composite testing conducted on each finalists.

March 15, 2012: School Committee discussion of finalists and vote on appointment. Contract negotiations should be concluded within two weeks of the offer.