

**TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT  
HINGHAM, MA PUBLIC SCHOOLS  
(2021 - 2022)**

For Review Only:  
Working Draft 1  
as of  
Sept. 14, 2021

| <b>Task</b>  | <b>RESPONSIBILITIES</b>  | <b>DATE(S)</b>                                    |
|--|--|---|
| <b>Orientation Discussion/<br/>Overview of Process</b>   | SCHOOL COMMITTEE (decisions)<br>(NESDEC provides guidelines)<br>- Name Liaison<br>- Approve Timeline<br>- Discuss letter/ads/application<br>- Establish salary range<br>- Determine Composition of Screening Committee | <b>September 2020</b>                             |
| <b>Anticipated Start Date for New<br/>Superintendent</b>   | SCHOOL COMMITTEE   | <b>July 1, 2022</b>                               |
| <b>Review Invitational Letter &amp; Online Ad</b>  | NESDEC: Develops letter and ads;<br>SCHOOL COMMITTEE/LIAISON: Final approval;<br>NESDEC website announcement posted as soon as<br>info is available.   | <b>Text approved by<br/>By September 27, 2021</b> |
| <b>Distribute Letter, Advertise, Post<br/>Vacancy on Web Sites, Begin<br/>Recruiting.</b>                          | NESDEC Website and Recruiting Network  | <b>September/October<br/>2021</b>                 |
| <b>Candidate Profile Reviewed/Updated</b>  | SCHOOL COMMITTEE/NESDEC  | <b>By October 15, 2021</b>                        |
| <b>Screening Committee Selection:<br/>Advertise/Recruit and Select Members.</b>                                    | SCHOOL COMMITTEE/LIAISON<br>(NESDEC provides guidance)   | <b>By October 15, 2021</b>                        |
| <b>Begin Review of Applications –<br/>(i.e. Application Deadline)</b>  | NESDEC   | <b>November 8, 2021</b>                           |
| <b>Complete/Organize Applicant Files</b>   | NESDEC   | <b>November 8-9, 2021</b>                         |
| <b>1<sup>st</sup> Interview/Selection Workshop with<br/>Screening Committee (2-3 hrs)</b>                          | NESDEC & SCREENING COMMITTEE<br>Meeting 1: Review procedures, develop questions, set<br>interview schedule, distribute application packets   | <b>November 10, 2021</b>                          |
| <b>2<sup>nd</sup> Screening Committee Workshop<br/>(1-2 hrs)</b>   | Meeting 2: Review applications, affirm interview<br>schedule<br><br>Note: Veterans' Day, Nov. 11   | <b>November 15, 2021</b>                          |
| <b>Preliminary Interviews of Selected<br/>Applicants</b>   | SCREENING COMMITTEE<br>(NESDEC will set up interviews and notify candidates<br>of status)<br><br>Note: Thanksgiving Break, Nov. 24-26  | <b>November 18-30, 2021</b>                       |
| <b>Determine Candidates to Recommend<br/>to School Committee by Date Noted.</b>                                    | SCREENING COMMITTEE<br>(candidates listed alphabetically)  | <b>On/about<br/>November 30, 2021</b>             |
| <b>First Agreement in Principle with<br/>Finalists and Verify Credentials</b>                                      | NESDEC   | <b>Nov. 30-Dec. 2, 2021</b>                       |
| <b>Announce Finalists</b>  | SCHOOL COMMITTEE   | <b>Approx. Dec. 9, 2021</b>                       |
| <b>Finalist Interviews</b>   | SCHOOL COMMITTEE<br>(NESDEC will set up interviews and notify candidates<br>of status)   | <b>December 13-22, 2021</b>                       |
| <b>School Committee Conducts Reference<br/>Checks<br/>and/or<br/>Visits to Finalists' Districts<br/>(Optional)</b> | SCHOOL COMMITTEE<br>(NESDEC will provide assistance)   | <b>Dec. 2021-Jan. 2022</b>                        |
| <b>Second Agreement in Principle with<br/>Finalists and Verify Credentials</b>                                     | NESDEC   | <b>Dec. 2021-Jan. 2022</b>                        |
| <b>Select Superintendent</b>   | SCHOOL COMMITTEE   | <b>Dec. 2021-Jan. 2022</b>                        |