

**TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT  
GREENFIELD PUBLIC SCHOOLS**

Task	RESPONSIBILITIES	DATE(S)	Done?
<b>Orientation Meeting/ Overview of Process</b>	SCHOOL COMMITTEE (decisions) (NESDEC provides guidelines) - Approve Timeline - Discuss letter/ads/application - Establish salary range - Determine Composition of Screening Committee - Determine Focus Groups	<b>October 8, 2025</b>	<input checked="" type="checkbox"/>
<b>Anticipated Start Date for New Superintendent</b>	SCHOOL COMMITTEE	<b>July 1, 2026</b>	<input checked="" type="checkbox"/>
<b>Develop Invitational Letter &amp; Online Ad</b>	NESDEC: Develops letter and ads with liaison; SCHOOL COMMITTEE/LIAISON: Final approval; NESDEC website announcement posted as soon as info is available.	<b>Text approved by By October 14, 2025</b>	<input checked="" type="checkbox"/>
<b>Distribute Letter, Advertise, Post Vacancy on Web Sites, Begin Recruiting</b>	NESDEC Website and Recruiting Network	<b>October/Novem ber 2025</b>	<input checked="" type="checkbox"/>
<b>Community Needs Assessment</b>	District schedules and notifies public and arranges focus group locations NESDEC conducts focus groups/interviews and drafts candidate profile.	<b>October 23- November 3,2025</b>	<b>In Progre ss</b>
<b>Candidate Profile Submitted</b>	SCHOOL COMMITTEE/NESDEC	<b>October 30, 2025</b>	
<b>Screening Committee Selection: Advertise/Recruit and Select Members.</b>	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	<b>By November 5, 2025</b>	
<b>Approve Candidate Profile Appoint Screening Committee</b>	SCHOOL COMMITTEE	<b>November 12, 2025</b>	
<b>Begin Review of Applications – (i.e. Application Deadline)</b>	NESDEC	<b>December 1, 2025</b>	
<b>Complete/Organize Applicant Files</b>	NESDEC	<b>December 2-3, 2025</b>	
<b>1<sup>st</sup> Interview/Selection Workshop with Screening Committee (2-3 hrs)</b>	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, distribute application packets	<b>December 3, 2025</b>	
<b>2<sup>nd</sup> Screening Committee Workshop (2 hrs)</b>	Meeting 2: Review applications, affirm interview schedule	<b>December 9, 2025</b>	
<b>Preliminary Interviews of Selected Applicants</b>	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates)	<b>December 15 – 18, 2025</b>	
<b>Determine Candidates to Recommend to School Committee by Date Noted</b>	SCREENING COMMITTEE candidates listed alphabetically	<b>December 18, 2025</b>	
<b>First Agreement in Principle with Finalists and Verify Credentials</b>	NESDEC	<b>On or about December 22, 2025</b>	
<b>Announce Finalists</b>	SCHOOL COMMITTEE	<b>Approximately December 23, 2025</b>	
<b>Finalist Interviews</b>	SCHOOL COMMITTEE (NESDEC will set up interviews and notify candidates of status)	<b>Orientation with school committee for finalist interviews January 6, 2026</b>	

		<b>Finalist Interviews January 12-15, 2026</b>	
<b>Visits to Finalists' Districts (Optional)</b>	SCHOOL COMMITTEE (NESDEC will set up visits)	<b>TBD</b>	
<b>Second Agreement in Principle with Finalists and Verify Credentials</b>	NESDEC	<b>January 16, 2026</b>	
<b>Select Superintendent</b>	SCHOOL COMMITTEE	<b>By January 30, 2026</b>	