

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

Task	RESPONSIBILITIES	DATE(S)	Done?
Orientation Meeting/ Overview of Process	SCHOOL COMMITTEE (decisions) (NESDEC provides guidelines) - Approve Timeline - Discuss letter/ads/application - Establish salary range - Determine Composition of Screening Committee - Determine Focus Groups	October 8, 2025	<input checked="" type="checkbox"/>
Anticipated Start Date for New Superintendent	SCHOOL COMMITTEE	July 1, 2026	<input checked="" type="checkbox"/>
Develop Invitational Letter & Online Ad	NESDEC: Develops letter and ads with liaison; SCHOOL COMMITTEE/LIAISON: Final approval; NESDEC website announcement posted as soon as info is available.	Text approved by By October 14, 2025	<input checked="" type="checkbox"/>
Distribute Letter, Advertise, Post Vacancy on Web Sites, Begin Recruiting	NESDEC Website and Recruiting Network	October/Novem ber 2025	<input checked="" type="checkbox"/>
Community Needs Assessment	District schedules and notifies public and arranges focus group locations NESDEC conducts focus groups/interviews and drafts candidate profile.	October 23- November 3,2025	<input checked="" type="checkbox"/>
Candidate Profile Submitted	SCHOOL COMMITTEE/NESDEC	November 11, 2025	<input checked="" type="checkbox"/>
Screening Committee Selection: Advertise/Recruit and Select Members.	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	By November 5, 2025	<input checked="" type="checkbox"/>
Approve Candidate Profile Appoint Screening Committee	SCHOOL COMMITTEE	November 12, 2025	<input checked="" type="checkbox"/>
Begin Review of Applications – (i.e. Application Deadline)	NESDEC	December 1, 2025	<input checked="" type="checkbox"/>
Complete/Organize Applicant Files	NESDEC	December 2-3, 2025	<input checked="" type="checkbox"/>
1st Interview/Selection Workshop with Screening Committee (2-3 hrs)	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, distribute application packets	December 3, 2025	<input checked="" type="checkbox"/>
2nd Screening Committee Workshop (2 hrs)	Meeting 2: Review applications, affirm interview schedule	December 9, 2025	<input checked="" type="checkbox"/>
Preliminary Interviews of Selected Applicants	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates)	December 15 – 18, 2025	<input checked="" type="checkbox"/>
Determine Candidates to Recommend to School Committee by Date Noted	SCREENING COMMITTEE candidates listed alphabetically	December 18, 2025	<input checked="" type="checkbox"/>
First Agreement in Principle with Finalists and Verify Credentials	NESDEC	On or about December 22, 2025	<input checked="" type="checkbox"/>
Announce Finalists	SCHOOL COMMITTEE	January 6, 2026	<input checked="" type="checkbox"/>
Finalist Interviews	SCHOOL COMMITTEE (NESDEC will set up interviews and notify candidates of status)	Orientation with school committee for finalist interviews January 15, 2026	<input type="checkbox"/>

		Finalist Interviews January 26-30, 2026	
Second Agreement in Principle with Finalists and Verify Credentials	NESDEC	January 30, 2026	
Select Superintendent	SCHOOL COMMITTEE	By February 11, 2026	