

SUPERINTENDENT SELECTION TIMELINE

DATE	TIME / LOCATION	ACTIVITY
June 11	3:00 PM	Applications sent to the Board – Complete
	5:00 PM	Applications sent to <i>The Advocate</i> and posted on EBR website – Complete
		SSA will send verification questions to applicants – Complete
		SSA will secure applicant screening interview dates – Complete
June 12		SSA will engage in recorded screening interviews – Complete
June 13		SSA will engage in recorded screening interviews – Complete
June 14		SSA will engage in recorded screening interviews – Complete
June 18	5:30 PM / Southeast Middle School	School Board Special Meeting Immediately after the Budget Hearing at Southeast Middle School (livestreaming available) – Complete <ul style="list-style-type: none"> • Selection of semi-finalists • Acceptance of revised Superintendent selection timeline
June 19		SSA will notify semi-finalists – Complete SSA sends each semi-finalist the Cognia Report and the EBRPSS Strategic Plan - Complete
June 20	5:00 PM	School Board Meeting to Approve Budget and Timeline

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June 21		SSA will give details to candidates regarding the creation of a Vision video and written questions and responses based on Cognia Board/Community Priorities Report and the EBRPSS Strategic Plan – due Sunday, June 23 by 11:59 PM SSA begins reference checks and due diligence on candidates
June 23	11:59 PM	EBR Vision video and written responses submission due by 11:59 PM
June 24		Vision videos, written responses, and informal rubric sent to the Board
		Vision videos and written responses posted on Board Docs
June 25		Board submits interview questions for finalists to SSA by 11:59 PM
June 27	7:00 PM	<p>School Board Special Meeting</p> <ul style="list-style-type: none"> • Superintendent finalist selection (three candidates) • Voting process: Each Board member votes for three of the semi-finalists. The three candidates receiving the most votes move on as finalists. In case of a tie, the candidate with the fewest number of votes would be eliminated and the Board would re-vote.
July 7	9:00 AM	Each finalist will receive a letter signed by the Board President notifying him/her of the possibility of an executive session pursuant to La. R.S. 42:17(A)(1) to discuss the “character, professional competence, or physical or mental health of a person” at least 24 hours prior to the date and time of the meeting at which interviews will be conducted. Executive session would potentially occur on July 9, 2024.
July 8	8:30 AM	<p>Pick Up Candidates from Designated Meeting Points</p> <p>Each candidate will be assigned one EBR representative and an SSA staff member for the day</p>

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DATE	TIME / LOCATION	ACTIVITY
	9:00 AM	Breakfast with Invited Guests Candidate A: Restaurant 1 Candidate B: Restaurant 2 Candidate C: Restaurant 3
July 8 cont...	10:30- 11:45 AM	Panel Interviews Each school Board member nominates two members to serve on each panel. Panel interviews will be open to the public. The panel will interview the candidate then any other attendees will be allowed to submit written questions that the facilitator will read aloud for candidates to answer. All attendees will be invited to complete a Public Feedback Online Survey using a QR code to provide feedback to School Board. Candidate A: Principals and Teachers Candidate B: Business Leaders Candidate C: Community Leaders
	12:00 – 1:00 PM	Lunch Break
	1:15 – 2:30 PM	Panel Interviews Candidate A: Business Leaders Candidate B: Community Leaders Candidate C: Principals and Teachers
	2:45 – 4:00 PM	Panel Interviews Candidate A: Community Leaders

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DATE	TIME / LOCATION	ACTIVITY
		Candidate B: Principals and Teachers Candidate C: Business Leaders
	4:30-5:30 PM	Community Meet and Greet Candidate A: Room 1 Candidate B: Room 2 Candidate C: Room 3
July 8 cont....	5:30 – 6:10 PM	Panel Interviews Parents Candidate A
	6:15 – 6:55 PM	Panel Interviews Parents Candidate B
	7:00 – 7:40 PM	Panel Interviews Parents Candidate C
	8:00 PM	Dinner with Invited Guests Candidate A: Restaurant 1 Candidate B: Restaurant 2 Candidate C: Restaurant 3
July 9	8:30 AM	Pick Up Candidates from Designated Meeting Points Each candidate will be assigned one EBR representative and an SSA staff member for the day

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	9:00 AM	Breakfast with Invited Guests Candidate A: Restaurant 1 Candidate B: Restaurant 2 Candidate C: Restaurant 3
	10:00 AM	District Tour: Round 1 <ul style="list-style-type: none"> • Candidate A group visits school 1 • Candidate B group visits school 2 • Candidate C group visits school 3
	11:00 AM	District Tour: Round 2 <ul style="list-style-type: none"> • Candidate A group visits school 2 • Candidate B group visits school 3 • Candidate C group visits school 1
July 9 cont....	12:00 PM	District Tour: Round 3 <ul style="list-style-type: none"> • Candidate A group visits school 3 • Candidate B group visits school 1 • Candidate C group visits school 2
	1:00 PM	Lunch
	2:00 PM	School Board Special Meeting <ul style="list-style-type: none"> • Superintendent Finalists' Interviews

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	2:30 PM	School Board Special Meeting: Candidate A Finalist Interview Finalist interview. Each Board member will be assigned a pre-determined questions and then will be allowed to ask one additional question of their choice.
	4:00 PM	Break
	4:15PM	School Board Special Meeting: Candidate B Finalist Interview Finalist interview. Each Board member will be assigned a pre-determined questions and then will be allowed to ask one additional question of their choice.
	5:45 PM	Break
	6:00 PM	School Board Special Meeting: Candidate C Finalist Interview Finalist interview. Each Board member will be assigned a pre-determined questions and then will be allowed to ask one additional question of their choice.
	7:30 PM	School Board Special Meeting: Executive Session (optional)
July 10	9:00 AM	Each finalist will receive a letter signed by the Board President notifying him/her of the possibility of an executive session pursuant to La. R.S. 42:17(A)(1) to discuss the “character, professional competence, or physical or mental health of a person” at least 24 hours prior to the date and time of the meeting at which interviews will be conducted.
July 11	5:00 PM	School Board Special Meeting to Choose New Superintendent <ul style="list-style-type: none"> • Board Discussion • Executive Session • Selection of Superintendent

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		Voting process: Roll call vote. Each Board member votes for their top candidate. The candidate receiving five or more votes is named the new Superintendent. If no one receives five or more votes, the lowest scoring candidate is eliminated, and the Board votes again on the two remaining candidates. The candidate receiving the most votes is named the new Superintendent.