

**Revised October 14, 2022**

TENTATIVE SCHEDULE / TIMELINE FOR THE LITTLETON PUBLIC SCHOOLS SUPERINTENDENT SEARCH	
TENTATIVE TIMELINE	ACTIVITY
<b>October 13, 2022 @ 5 p.m.</b>	The HYA Team will meet with the Littleton Public Schools Board of Education in a workshop to finalize timeline, process, and posting.
<b>October 19, 2022</b>	Open HYA digital survey to all stakeholders.  Postcard mailer will be sent to all taxpayers and out of district families with the target date to hit mailboxes Oct. 24. The purpose of this notice is to recruit for focus groups and provide a QR code for the HYA survey.
<b>November 1 through December 31, 2022</b>	Post position on HYA site. Post position on CASE and CASB site. Send posting to all 178 Colorado Superintendents Post position on surrounding states' school board association sites. Advertise AASA - Package 2 / ALAS & NABSE. Begin accepting applications and recruiting. Network and messaging with other HYA associates across the country.
<b>Week of November 7, 2022</b>	HYA interviews individual Board members (zoom or phone).
<b>November 14, 2022 (all day), and a few other dates, possibly before the 14th (zoom/google).</b>  Possible Groups:  -district office administration -school admin -licensed SSP/Teachers -support staff (classified) -transportation/nutrition services -high school students -parents & boosters -retirees and community volunteers -city officials and other elected officials -community members without children -PPC and DAC -board committees -current and former LPS foundation members -former BOE members -business owners, local Chambers, workforce groups -North Littleton Promise families -Littleton Education Association (LEA) -Littleton Association of School Executives (LASE) -Classified Employee's Advisory Council (CEAC)	HYA is in the district. Stakeholder interviews/focus groups/forums (12 to 15 unique groups). Other student focus groups will be held at high schools. Additional focus groups will be held on Zoom if needed.

<b>Ongoing: HYA receives applications</b>	HYA screening interviews and vetting.
<b>November 21, 2022</b>	HYA digital survey closes. (with the possibility of extending a week through Thanksgiving)
<b>December 8, 2022</b>	Presentation of District Leadership Profile Report during the regular BOE meeting on December 8 during the “discussion” portion of the meeting.
<b>January 12, 2023 @ 5:00 p.m. BoE Executive Session</b>	HYA will present a slate of highly qualified candidates (8-10) to the BOE The Board will narrow the slate to ~6 semi-finalists while in executive session.
<b>January 24 and 25, 2023</b>	BOE interviews semi-finalists in executive session to identify finalists. 45-60 minute interviews (zoom or in person). We are recommending 3 interviews on Tuesday evening, January 24th and 3 interviews on Wednesday evening, January 25th.  (Note: We have a regular meeting on Thursday, January. 26th.)
<b>February 7, 8, and 9, 2023</b>	Finalists Days in the District: Each finalist has his/her own day in the district during this week consisting of school tours and informally meeting with groups (admin, staff, parents, community, students, etc.) Spouses of finalists are included in the activities.
<b>February 22, 2023</b>	BOE conducts final interview(s) Three community committees interview finalists during the day and provide input (plus/deltas) to the BOE prior to its finalist interviews later that evening.
<b>Week of February 20, 2023 or Week of February 27, 20023</b>	HYA third party background checks. If only one candidate: Immediately after the final interview. If all three finalists: Immediately after the Board selects the three finalists.
<b>March 9, 2023</b>	Superintendent’s hiring approved and announced. The 10 day waiting period begins (state statute). Contract negotiations begin. Transition days/contract determined (if possible).
<b>July 1, 2023</b>	Superintendent contract formally begins.