



**Florida School Boards Association**  
**SUPERINTENDENT SEARCH**



## **TIMELINE: St. Johns Co. 2025** (1.13.25)

Date(s)	Item	Time/ location	Notes  Action Item Input opportunity Script provided
Dec. 12, 2024  (existing)	<b>Board Workshop</b> - <u>Pre-search</u> input from Board. <u>Discussion</u> regarding search timeline and associated activities as desired by the Board to include but not limited to website portal, on-line survey, community/staff forums, superintendent job description and any Board policies (if applicable) - other items as needed to drive draft timeline	SJCSB Office 40 Orange St. St. Augustine  10:00 a.m.	Discussion
Jan. 13, 2025  (additional)	<b>Board Workshop</b> - <u>Review and Discussion</u> regarding: Review search timeline and associated activities, DRAFT on-line survey, community forums/focus group(s), District website search portal, SAMPLE finalist's on-site interview schedule. <u>Update</u> regarding: Superintendent job description/applicable Board policies. Salary range, length of contract to be offered, and address other items as needed.	SJCSB Office 40 Orange St. St. Augustine  10:30 a.m.	Discussion  Direction needed
Jan.14, 2025  (existing)	<b>Board Meeting</b> - <u>Approval</u> of - Search timeline, On-line survey, Dates/locations of community forums/focus group(s).	SJCSB Office 40 Orange St. St. Augustine  4:00 p.m.	Action item(s)
Jan. 20 - Feb. 14, 2025	Conduct on-line survey	Online	Input opportunity



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Feb. 5 & Feb. 12, 2025	2 Community Forums 4 Focus Groups – Unions, Superintendent’s Principal Advisory Group, Superintendent’s Student Advisory Council, School Support/Key Communicators	TBD	Input opportunity
Feb. 25, 2025 (existing)	<b>Board Workshop</b> - <u>Discussion</u> regarding results of on-line survey and input received from community forums/focus group(s). <u>Determine</u> : Minimum and/or preferred qualifications, qualities and characteristics needed in next superintendent, salary range, length of contract to be offered, contents of application packet, application process and advertisement venues. <u>Discuss</u> : Applicant screening process to determine semi-finalists and finalists as desired by the Board. <u>Update regarding</u> : Finalist’s on-site interview schedule, Superintendent job description / applicable Board policies if needed and address other items as needed.	SJCSB Office 40 Orange St. St. Augustine  9:00 a.m.	Discussion
Mar. 3, 2025	Advertisement period begins  NOTE: Upon receipt of complete applicant packets by FSBA, applicant packets will be submitted to the Administrative Assistant to the Board for distribution to Board members. Additionally, complete application packets will be posted within the search portal.		
Mar. 28, 2025	Advertisement period ends	midnight	
Apr. 10, 2025 (additional)	<b>Board Meeting</b> - <u>Identify</u> : Semi-finalists & questions for semi-finalists as desired by the Board. <u>Discuss</u> : Process for selecting finalists. <u>Update</u> : Related to finalist’s interview schedule and associated activities. <u>Review</u> : Contract items and negotiation process and other items as may be needed.	SJCSB Office 40 Orange St. St. Augustine  4:00 p.m.	Action Item



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Apr. 18, 2025	FSBA receives responses from semi-finalists for dissemination to the Board if the Board identified semi-finalists  NOTE: Responses are also posted to the website search portal.		Input opportunity/QR code
Apr. 25, 2025 (additional)	<b>Board Meeting</b> - Identify finalists (no ranking). Review method and process for selection of superintendent. Discuss Board members' questions for finalists. Update related to on-site interview schedule of finalists, contract negotiations, and other items as needed.	SJCSB Office 40 Orange St. St. Augustine  4:00 p.m.	Action item
May 12, 2025	Out of area finalists arrive		
May 13 & 14, 2025	<u>Conduct</u> on-site interviews for finalists (NOTE: On-site interviews to include School Board collectively and School Board members individually)	TBD	Script provided  Input opportunities/QR codes
May 20, 2025 (additional)	<b>Board Meeting</b> - Select Superintendent - Discussion regarding contract negotiations with an effective start date to be determined per contract.	SJCSB Office 40 Orange St. St. Augustine  9:00 a.m.	Action item  Script provided
TBD	<b>Board Meeting</b> - Approve contract with effective start date		Action item
On or Before July 1, 2025	New Superintendent projected start date		