



TIMELINE: Monroe Co. 2024 (4.21.25)

Date(s)	Item	Time/ location	Notes
Aug 22, 2024	Board Retreat: - <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	MCSB Office 241 Trumbo Road, Key West 3 p.m.	Action Item Input opportunity Script provided Discussion
Dec. 10	Board Meeting – <u>Review and Discussion</u> regarding: DRAFT 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, and address other items as needed.	CSHS – 3:30 p.m.	Discussion Direction needed
January 28, 2025	Board Meeting – <u>Approval</u> of: Search timeline – On-line survey – Dates/locations of community forums/focus group(s). <u>Update</u> regarding: District website search portal – Finalist’s on-site interview schedule, and address other items as needed. Salary and contract length initial discussion	MHS 5 p.m.	Action item(s) Discussion
February 3 – February 28, 2025	Conduct on-line survey	Online	Input opportunity



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<p>February 11 – 13, 2025</p>	<p>Forums and Student Focus Group</p> <ul style="list-style-type: none"> • 11th Coral Shores High School • 12th MAGS Focus Group VIRTUALLY, including MS, Marathon High School • 13th Key West High School 	<p>CSSH 6pm MHS 6pm KWHS 6pm</p>	<p>Input opportunity</p>
<p>February 25, 2025</p>	<p>Board Meeting – <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.</p>	<p>CSSH 5 p.m.</p>	<p>Discussion</p>
<p>March 3, 2025</p>	<p>Advertisement period begins</p> <p>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.</p>		
<p>April 1, 2025</p>	<p>Advertisement period ends</p>	<p>midnight</p>	
<p>April 8, 2025</p>	<p>Board Meeting – <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</p>	<p>KW City Hall 4 pm workshop 5 pm meeting</p>	<p>Action Item</p>



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	and negotiation process, and other items as may be needed.		
April 14, 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
April 22, 2025	Board Meeting – Identify finalists (no ranking). Review method and process for selection of superintendent. Discuss Board member’s questions for finalists. Update related to on-site interview schedule of finalists, contract negotiations, and other items as needed.	Marathon HS 4 p.m. workshop 5 p.m. meeting	Action item
April 29, 2025 (Tues)	Out of area finalists arrive	TBD	
April 30, 2025 (Wed)	Finalists tour Upper Keys facilities Meet and Greet finalists (open to community)	<u>Meet and Greet:</u> Murray Nelson Government Center 102050 Overseas Hwy, Key Largo, 6 – 7:30 pm	Input opportunities/ QR codes
May 1, 2025 (Thurs)	<u>Conduct</u> on-site public interviews for finalists School Board (public meeting, open to community) Finalists tour Middle Keys facilities Meet and Greet finalists (open to community)	<u>Public Interviews:</u> 9:00 – 5:00 pm Marathon High School	Script provided Input opportunities/ QR codes



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		<p><u>Meet and Greet:</u> MHS, 350 Sombrero Beach Road, Marathon, 6 – 7:30 pm</p>	
<p>May 2, 2025 (Fri)</p>	<p><u>Conduct</u> one-on-one interviews for finalists</p> <p>Finalists tour Key West facilities</p> <p>Meet and Greet finalists (open to community)</p>	<p>9 am – 4 pm</p> <p>interviews</p> <p><u>Meet and Greet:</u> Beachside Resort and Residences, 3841 N. Roosevelt Blvd, 6 – 7:30 pm</p>	<p>Script provided</p> <p>Input opportunities/ QR codes</p>
<p>May 6, 2025</p>	<p>Board Meeting – Select superintendent - Discussion regarding contract negotiations with effective start date to be determined per contract.</p>	<p>MHS</p> <p>5 p.m.</p>	<p>Action item</p> <p>Script provided</p>
<p>TBD</p>	<p>Board Meeting - Approve contract with effective start date</p>		<p>Action item</p>
<p>July 1, 2025</p>	<p>New Superintendent projected start date</p>		

Approved: 1.28.2025
 Revised: 1.29.2025
 Revised: 3.02.2025
 Revised: 4.18.2025
 Revised: 4.21.2025