



ACTION	TIMEFRAME
Initial advertisement – Montessori boards/forums/websites	Mar'16 - Feb'17
Additional advertisements – CMS website, etc.	Jun'16 - Feb'17
Board selects search committee	May'16
Search committee creates HOS hiring process/procedure	May'16
Search committee creates HOS hiring timeline	May'16
Board communicates hiring process and timeline	Jun'16
<b>Search committee does CMS stakeholder survey</b>	<b>May'16 - Jun'16</b>
<b>Search committee publishes/shares survey results</b>	<b>Jun'16</b>
<b>Search comm. uses survey to update HOS position description</b>	<b>Sep'16</b>
Board reviews updated HOS position description	Sep'16
Search committee defines candidate interview/forum format	Sep'16
Search committee communicates interview/forum format	Oct'16
Search committee reviews/vets applicant materials	May'16 – Mar'17
Search committee schedules candidate phone screenings	May'16 – Mar'17
Search committee selects finalists for HOS position	Mar'17 – Apr'17
Search committee interviews (in person) HOS finalists	Mar'17 – Apr'17
Board interviews HOS finalists	Mar'17 – Apr'17
<b>Finalists do open forum session with CMS parents/community</b>	<b>Mar'17 – Apr'17</b>
<b>Finalists do open forum session with CMS staff</b>	<b>Mar'17 – Apr'17</b>
<b>Search committee solicits/processes all feedback on finalists</b>	<b>Mar'17 – Apr'17</b>
Search committee provides hiring recommendation to Board	Mar'17 – Apr'17
Board negotiates with selected finalist	Apr'17
Board hires selected finalist	Apr'17
Board communicates hiring decision to CMS community	Apr'17
Board introduces new HOS to CMS & CMS community	Apr'17 – Jun'17
Head of School start	July 1, 2017 (flexible)

**Highlighted Items = CMS Community Involvement Steps**