



# Search Service

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**SCHEDULE OF ACTIVITIES**  
**District Administrator**  
**Richmond School District**  
Sussex, Wisconsin

Initial Planning meeting with the Board	May 21, 2019
Vacancy Announcement Posted	May 23, 2019
Focus Groups (Staff- 4:00, Parents/Community-5:30, Board-6:45)	May 29, 2019
Stage 2 Information Posted	June 12, 2019
Application Deadline	June 28, 2019
Candidate files to Board Members	July 1, 2019
*Review of Applications/Choose Interviewees	July 8, 2019
*First Round of Interviews and Selection of Finalists (5:00, 6:15, 7:30)	July 15, 2019
*First Round of Interviews and Selection of Finalists (5:00, 6:15, 7:30)	July 16, 2019
Background/Reference Checks	July 18, 2019
*Final Round Interviews (5:00, 6:15, 7:30) and make final selection	July 22, 2019
Negotiate Contract (tentative)	July 23, 2019
Announce New Superintendent	July 26, 2019
Start Date	August 12, 2019
Define Board/Superintendent Expectations	Schedule After Superintendent is at Richmond

\* evenings board members need to be present