



# Superintendent Search/Hiring Timeline 2025-2026

December 11, 2025 - Superintendent Search Survey Launched

- Emails sent to staff and parents
- Available on the Southeast Polk District website
- Posted on social media with link to website
- Hard copies made available at various locations

December 11, 2025 - Board Meeting

- Regular Meeting
- Board Approves Hiring Grundmeyer Leader Services (GLS) as our superintendent search firm

December 15, 2025 - Job posted on Grundmeyer Leader Services (GLS) site

January 8, 2026 - Board meeting

- Regular meeting
- Overview of the search process by GLS
- Search Updates

January 9, 2026 - Survey Closed

January 22, 2026 - Board meeting

- Regular meeting
- Review Survey Results

February 2, 2026 - Applications closed

- January 28, 2026 - Board Workshop
- Determine selection criteria
  - Determine questions for board interview
- February 5, 2026 - Board Meeting
- Regular meeting
  - Closed session to select semi-finalist candidates
- February 12 & 13, 2026 - Screening Interviews with School Board
- Additional board meeting
  - In-person interviews in closed session to select finalists
  - 10 people max
- February 19, 2026 - Board Meeting
- Regular meeting
  - Progress report on interview process
- February 25, 2026 - Final interviews
- 3 final candidates
  - Mixed interview groups with community members, teachers, staff, students, administrators and board members.
  - Board Meeting in closed session
    - Board selects candidate
    - Offers position
    - Negotiates contract
- \*February 27, 2026 - Snow date for final interviews, if needed