



## Superintendent Search Timeline and Activities

November 15, 2023

The Governing Board of the Eastside Union School District has engaged the services of Education Support Services (ESS) advisers Dr. Gary Rutherford and Dr. Roger Rice to conduct the search for the District’s next superintendent. Below is an overview of the process, timelines, and activities that will occur over the next few months:

<b>Engagement Phase: Nov. 15, 2023 – Dec. 13, 2023</b>	
<p>Board Workshop Search Protocols  (Special Open/Closed Session Board Meeting)  November 15, 2023</p>	<p>This workshop assists the governing board to become ‘search ready’. Topics include: confirmation of search timelines and activities; candidate experience requirements; confidentiality commitments; and salary parameters. The Board identifies District needs, leadership priorities, focus groups for education partner input, and prospective candidates they would like the search advisers to contact.</p>
<p>Stakeholder Engagement  Completed by December 5, 2023</p>	<p>Search advisers meet with Board-determined education partners to discuss District strengths, needs, and ideal qualities of EUSD’s next Superintendent. Community forums are scheduled to allow any employees or members of the public to offer input. Results of the online survey and focus group feedback are summarized in a <i>Leadership Profile Report</i>.</p>
<p>Present Leadership Profile December 13, 2023  (Regular Board Meeting)</p>	<p>Search advisers present <i>Leadership Profile Report</i> to the Board. Trustees receive a draft report the Friday before the Board meeting. The Board affirms the criteria in the profile and adds any additional screening factors. Candidates are recruited, screened, and selected based on District needs and the qualities and characteristics highlighted in the <i>Leadership Profile Report</i>.</p>
<b>Activation Phase*: November 13 – December 29, 2023</b>	
<i>*Overlaps with Engagement Phase</i>	
<p>Job Posting Opens: November 9, 2023 Closes: December 29, 2023</p>	<p>The Superintendent vacancy is posted on EDJOIN and ACSA’s EdCal online and print publication.</p>
<p>Recruitment Ongoing</p>	<p>ESS advisers utilize an array of local, state, and national networks to actively recruit, engage, and screen candidates who match the <i>Leadership Profile</i> characteristics.</p>
<p>Reference Checks Ongoing</p>	<p>ESS advisers contact candidate references and conduct “blind” appraisals of each applicant, including review of social media accounts and digital footprint. Candidates are evaluated and ranked using the <i>Leadership Profile</i> criteria.</p>



<b>Selection Phase:</b>	<b>January 2 – February, 2024</b>
<p>Review of Applications January 8-11, 2024</p>	<p>Trustees have the opportunity to receive/review confidential application materials prior to Closed Session.</p>
<p>Determination of Candidate Slate January 11, 2024 (Special Closed Session Board Meeting)</p>	<p>The Board meets with ESS advisers to identify the best qualified candidates to invite for interviews. Candidates not selected to interview are notified. The Board reviews/finalizes first-round interview questions and confirms employment contract parameters.</p>
<p>First-Level Interviews Saturday January 20, 2024 (Special Closed Session Board Meeting)</p>	<p>First-level interviews are conducted by the governing board. At the conclusion of daylong interviews, the search advisers guide the Board in narrowing the pool of candidates and determining which individuals to invite back for a second interview. Second-level interview questions are drafted.</p>
<p>Second-Level Interviews Sunday, January 21, 2024 (Special Closed Session Board Meeting)</p>	<p>Second-level interviews are conducted by the governing board, with support from search advisers. The Board identifies its preferred candidate. Candidates who are not moving forward in the process are notified.</p>
<p>Employment Contract Negotiations</p>	<p>Agency negotiators are assigned to draft an employment agreement for the Board's consideration. Typically, the Board President and legal counsel are assigned to this role.</p>
<p>Validation Visit Optional TBD</p>	<p>A Board subcommittee may decide to visit the workplace of the preferred candidate. ESS will assist trustees and the finalist in scheduling this visitation. If a Board majority participates in the visit, it constitutes a meeting that must be properly noticed and agendaed.</p>
<p>Background Checks</p>	<p>The search advisers engage with a third party to conduct a thorough review of the finalist, including criminal, civil, credit, education, employment, and social media history.</p>
<p>Announcement of Board's Preferred Candidate TBD</p>	<p>Following a favorable background check, ESS advisers collaborate with the Board President and finalist to draft a press release and announcement schedule contingent upon the finalist's pending selection and Board approval.</p>
<p>Approve Employment of New Superintendent February TBD, 2024 (Regular Board Meeting)</p>	<p>The Board takes formal action at a regularly scheduled meeting to appoint the new Superintendent (Closed Session) and approve the employment contract (Open Session), with a start date mutually determined.</p>



<b>Transition Phase:</b>	<b>TBD</b>
Setting the Foundation for a Successful Transition  Date: TBD	ESS advisers provide a facilitated transition workshop with the new superintendent and Board to review information gleaned during the search process and assist the governance team in identifying 'next steps' to move forward.
Optional Support Services	Depending on District needs and the experience of the new Superintendent, ESS advisers are available to provide governance training, superintendent goal setting, evaluation development, and/or executive coaching.

For additional information about the search process, please contact ESS advisers:

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