



## SEARCH TIMELINE

### Millbrae Elementary School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

|  |  |   |
|--|--|---|
| <b>AUG - SEP 2023</b><br>Preliminary Phase               | August 28                              | District receives proposals   |
|  | September 19                           | <i>Proposal Presentations / Board Selects Firm</i>  |
| <b>SEP - OCT 2023</b><br>Community Engagement            | September 26<br>(Special Mtg)          | <i>Initial Meeting with the Board; Board determines characteristics, skills &amp; qualities desired in new superintendent; publicly announces timeline and procedures (Open and Closed Session; approx 3 hrs total)</i> |
|  | October 2 - 13                         | Online survey dates   |
|  | October 5 & 12                         | Consultants confer with staff and community designated by the Board to receive input  |
| <b>OCTOBER 2023</b><br>Advertisement and Recruitment     | October                                | Consultants identify potential candidates; Development and posting of recruitment materials and Position Description  |
|  | October 2 & 16                         | Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)   |
|  | <b>October 27, 2023</b>                | <b>Deadline for applications</b>  |
| <b>OCTOBER-NOVEMBER 2023</b><br>Interviews and Selection | October/November                       | Consultants complete comprehensive reference and background checks on applicants  |
|  | November 6<br>1:00 pm<br>(Special Mtg) | <i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)</i>   |
|  | November 11 and 12<br>(Special Mtg)    | <i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)</i>   |
| <b>NOVEMBER 2023</b><br>Contract Approval                | November                               | <i>Board completes the validation process of the leading candidate and makes final determination</i>  |
|  | November 21                            | <i>Board approves superintendent contract at a <b>regularly scheduled</b> board meeting</i>   |
| <b>JANUARY 2024</b><br>Start Date                        | January 2024<br>(as mutually agreed)   | New superintendent begins   |