



OFFICIAL TIMELINE

(Flexible based on Board direction)

Palermo Union Elementary School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

AUG - SEP 2022 Preliminary Phase	August 3	District receives proposals
	September 14	<i>Proposal Presentation</i>
OCTOBER 2022 Community Engagement	October 11	<i>Initial Meeting with the Board; Board determines characteristics, skills & qualities desired in new superintendent; publicly announces timeline and procedures (Open and Closed Session; approx 2 hrs total)</i>
	Oct 31 - Nov 11	Online survey dates
	Week of November 7	Consultants confer with staff and community designated by the Board to receive input
NOV- DEC 2022 JAN 2023 Advertisement and Recruitment	November	Development and posting of recruitment materials and Position Description
	November 14, December 5	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)
	January 20, 2023 5:00 PM	Deadline for applications
FEB - MAR 2023 Interviews and Selection	Mid February	Consultants complete comprehensive reference and background checks on applicants
	February 22	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hrs)</i>
	March 10	<i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)</i>
MARCH 2023 Contract Approval	Week of March 13	<i>OPTIONAL: Board completes the validation process of the leading candidate and makes final determination</i>
	March 22, 2023	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
JULY 2023 Start Date	July 1, 2023 (as mutually agreed)	New superintendent begins