



**Saratoga Union School District
Superintendent Search Calendar
June 19, 2015**

Date	Activity
Friday, June 19, 3:00pm- 5:00pm	(Open Session) Special Board Planning Meeting
<ul style="list-style-type: none"> • Thursday, June 25 8:30am-5:00pm • Friday, June 26 8:30am-5:00pm • Wednesday, July 8 6:00pm Community Meeting at the Saratoga Union School District Office. <p>Additional telephone interviews will be done if needed</p>	<p>Leadership profile focus groups: Consultants meet with staff, parents, Board members, community members and local officials designated by the Board.</p> <p>Online Survey available to public for completion June 25-July 13</p>
Tuesday, July 21, 2015 – 8:30-10:30 am @ previously scheduled Board Workshop	(Open Session) Board Workshop – to present, review leadership profile report and finalize criteria for superintendent search
<ul style="list-style-type: none"> • EdCal - June 29, July 13 • EdJoin - June 15 • HYA Website - up now • CALSA and CAASA posted Stanford Alumni - June 22 	Consultants develop advertisement and advertise where requested by the Board.
July 29, 2015	Recommended application deadline - applications will still be accepted until position is filled.
Friday, July 31 & Saturday, August 1	Top candidates are interviewed by the consultants at Saratoga Union School District Office.
Tuesday, August 18, 6 p.m.	(Closed Session) Special Board Meeting - Consultants meet with the Board to identify slate of semifinalists - plan initial interviews and develop questions.
Wednesday, August 26 Thursday, August 27	(Closed Session) Board interviews - Slate of semifinalists. Consultants will conduct extensive background checks on the finalists. Board needs 10-12 hours plus 2 hours with consultants after final candidate on August 27.
Tuesday, September 1 Wednesday, September 2 Thursday, September 3 Afternoon tour of district followed by interview/dinner TBD	(Closed Session) Board second interviews with finalists. Total board will meet with three candidates. Individual Board members will have other additional responsibilities during these days for contract and compensation discussions following each interview
Friday, September 4, 9:30 a.m. to noon	(Closed Session) Board will meet with consultants immediately following the final interview to determine preferred candidate.
TBD	Board visits district of the finalist (s) if desired
TBD	Finalize contract and approve appointment at regular board meeting as appropriate.
TBD	(Open Session) Regular Board Meeting – Introduce superintendent.