



**Saratoga Union School District
Superintendent Search Calendar
Revised July 21, 2**

Date	Activity
Friday, June 19, 3:00 PM-	Board Planning Meeting
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 Additional telephone interviews will be done on June 29-30 and July 8 if needed	Leadership profile focus groups: Consultants meet with staff, parents, Board members, community members and local officials designated by the Board to receive information. Online Survey available to public for completion June 25-July 13
Tuesday, July 21, 2015 8:30am-10:30am	Board meeting to present, review leadership profile report and finalize criteria for superintendent search. Open Session
EdCal - June 29, July 13, July 27 TBD EdJoin – June 15 HYA Website- up now CALSA and CAASA posted Stanford Alumni- June 22	Consultants develop advertisement and criteria 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 only at Saratoga Union School District Office
Tuesday, August 18 6:00-8:00pm	Board Meeting -consultants meet with the Board to identify slate of semifinalists - plan initial interviews and develop questions (open & closed session).
Wednesday, August 26 Thursday, August 27	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 (closed session)
Monday, August 31, afternoon or evening Tuesday, September 1 Wednesday, September 2 Afternoon tour of district followed by dinner/interview TBD	Board Second interview 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 morning following interview (closed session)
Thursday, September 3	Board will meet with consultants immediately following final interview to determine preferred candidate (closed session)
TBD	Board visits district of the finalist/s if desired
TBD	Finalize contract, approve appointment at regular board meeting as appropriate
TBD	Introduce superintendent- Regular board meeting

