



PROPOSED TIMELINE

(Flexible based on Board direction)

Cabrillo Unified School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

FEBRUARY 2024	February 15	<i>Board approves agreement to conduct search</i>
MARCH 2024 Community Engagement	March 2, 2024 (Special Mtg)	<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 3 hrs total)</i>
	March 11-21, 2024	Online survey dates
	March 13, 14, 18, 19	Consultants confer with staff and community designated by the Board to receive input
MARCH/APRIL 2024 Advertisement and Recruitment	March	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	March 11 and 18	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)
	April 5, 5:00 PM	Deadline for applications
APRIL 2024 Interviews and Selection	Early April	Consultants complete comprehensive reference and background checks on applicants
	April 13, 2024 (Special Mtg)	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)</i>
	April 27, 2024 (Special Mtg)	<i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)</i>
MAY/JUNE 2024 Contract Approval	Week of April 29	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	May 9, 2024	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
JULY 2024 Start Date	July 1, 2024 (as mutually agreed)	New superintendent begins