LEADERSHIP ASSOCIATES
California's Premier Executive Search & Leadership Development Firm

PROPOSED TIMELINE

(Flexible based on Board direction)

Piedmont Unified School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

Sept - Oct 2022 Preliminary Phase	September 26, 2022	District receives proposals
	October 12	*Proposal Presentations / Board Selects Firm*
November 2022 Community Engagement	**November 2 5:00 PM (Special Mtg)**	*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)*
	November 14-21	Online survey dates
	November 14-16	Consultants confer with staff and community designated by the Board to receive input
November December 2022 Advertisement and Recruitment	November	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	December 5 January 9	Advertising and active recruitment; Ad appears in EdCal, (Two consecutive publications)
	Monday January 16, 5:00 PM	**Deadline for applications**
January - February 2023 Interviews and Selection	January	Consultants complete comprehensive reference and background checks on applicants
	February 1 (Special Mtg)	*Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)*
	February 10, 11, or 12 (Special Mtg)	*Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)*
February - March 2023 Contract Approval	Week of February 28	*Board completes the validation process of the leading candidate and makes final determination*
	March 8	*Board approves superintendent contract at a **regularly scheduled** board meeting*
July 2023 Start Date	July 1 (as mutually agreed)	New superintendent begins