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EXECUTIVE RECRUITMENT & DEVELOPMENT

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**Plumas Unified School District
Quincy, CA**

**Superintendent Search Planning Calendar
Regular Calendar
(regular version- July 1 start date)**

Revised 1.9.25 Final

Date

Time

Event

Dec 1-10, 2024

Search Prep/Planning with Point of Contact

- Board member contact information
- Identify District Point of Contact (POC)
- Create draft search calendar (2 versions)
- Create draft criteria samples

Dec 11, 2024

4:00

First Board of Education Meeting (30-60 minutes)-regular meeting (open session)

- Approve search consultant contract (action item)
- Discuss search calendar
- Identify/review stakeholder contacts for input
- Identify/review draft selection criteria
- Discuss advertising costs and dates

Dec 12, 2024-Jan 14, 2025

Consultant tasks

- Develop draft criteria and finalize calendar for brochure/advertising
- Recruit/meet with potential applicants
- Schedule stakeholder meetings with point-of-contact
- Provide updates and reminders to point-of-contact/board on search process

January 15

4:00pm

Second Board of Education Meeting (30 minutes)

Regular meeting

Consultant will be present to support the following outcomes during phase I of the search process:

- Discuss/finalize calendar
- Receive update on stakeholder input schedule
- Discuss/adopt draft selection criteria
- Determine if stakeholder interview panel will be utilized during the search process

Advertise the Position

**December 16, 2024-
February 10, 2025**

- EdCal print, 4 postings print, 30 days online
- M&J Website
- EdJoin (60 days)
- Mc & J Brochure
- Ed Week

Jan 20-Feb 7, 2025

Stakeholder Individual and Group Meetings

- Facilitated by consultants
- Online survey open until Jan 31 at 5pm (pst) (4 questions) for anyone who cannot attend the meetings; input to be included in interim report
- Groups, individual forums (see schedule)
- Virtual options only due to travel challenges
- Additional groups to be invited.

- Administrators (site level)
- Administrators (district level)
- Classified staff (open) x 2
- Teachers (Open) x 2 (include counselors)
- Union Leadership-Teachers ()
- Union Leadership-Classified (CSEA)
- Students (ASB/student leaders, diverse student body;
open-elementary/middle/high)
- Student Board Reps
- Parents (Open) x 2 (AM, PM)
- Community (Open) x 2 (AM, PM)
- PTA Executive Board/School Site Council/ELAC
- City Government (city manager, city council, police chief/ 2+2 committee)
- Education Foundations
- Business community (chamber of commerce)
- Measure/Bond/Parcel Tax committees (open)
- DLAC/DAC
- Special Education (parents)
- Special Education (staff)
- Affinity groups

Jan. 25-Feb 3, 2025

Consultant tasks

- Recruit/meet with potential applicants
- Provide updates and reminders to point of contact/board on search process
- Complete Stakeholder Input Report for board review

Feb 12, 2025

4:00pm

Third Board Meeting -regular meeting (open session, consultants present virtually-tbd)

- Review stakeholder input report
- Receive search updates (applicants, calendar, etc)

February 20, 2025

Closing date for applications

February 21-28, 2025

Consultants tasks

- Screen applications
- Conduct reference checks and applicant contact
- Set up candidate video interviews (April-tbd); tentative)
- Develop “short list” of candidates
- Prepare interview procedures

March 6, 2025

**4:00-
9:00pm
(tbd)**

Fourth Board of Education Meeting (Special Meeting)

- Review candidates (closed session)
- Select finalists (closed session)
- Review interview questions (closed session)
- Discuss compensation package (closed)
- Confirm finalist district visitation plans (if applicable, closed session)
- Finalize District Interview Schedule (open)

April 11-12, 2025

TBD

Interviews (1-2 full days)

- Writing prompt/performance task (tbd)
- Board interview panel -day 2 (tbd)
- Social component-day 1-2 (tbd)
- Board deliberation/finalist selection -day 2(tbd)

**week after finalist
interview-tbd**

Consultants conduct additional reference checks

tbd

Second round of interviews (tentative)

- Additional reference checks
- Finalist district visitation (virtual/in person)

**1-2 weeks following
interview**

Finalist confirmation

- Contract negotiations with Finalist
- Background check by Consultants (criminal, financial, and educational)

May 14, 2025

Selection of new superintendent

- Take action at regular board meeting (action item)

July 1, 2025

Starting date for superintendent

- potential carryover with interim supt and finalist to support transition through May/June-if applicable