

## Superintendent Search Timeline and Activities

June 4, 2024

The Governing Board of the St. Helena Unified School District has engaged the services of Education Support Services (ESS) advisers Dr. Gary Rutherford and Dr. Suzette Lovely to conduct a search for the District's next superintendent. Below is an overview of the process, timelines, and activities that will occur in the upcoming months:

<b>Engagement Phase: June 1 – June 27, 2024</b>	
<p>Board Workshop Search Protocols  (Regular Board Meeting, Open/Closed)  June 11, 2024</p>	<p>This two-hour workshop assists the Governing Board in becoming 'search ready'. The workshop includes: review of search timelines and process; confidentiality commitments; content for online survey; compensation considerations and salary parameters; screening factors; and experience requirements. The Board identifies District needs, leadership priorities, education partners for input sessions, and any prospective candidates it would like ESS to contact.</p>
<p>Education Partner Outreach  Completed by June 14, 2024</p>	<p>Search advisers meet with St. Helena's education partners to identify District strengths, needs, and ideal qualities of the next Superintendent. A community forum is scheduled to allow any employees or members of the public to offer in-person input. An online survey in English and Spanish is distributed (Survey opens May 29 and closes June 14).</p>
<p>Presentation of Leadership Profile  June 27, 2024  (Special Meeting: Open Session Presentation)</p>	<p>Search advisers present <i>Leadership Profile Report</i> summarizing input from SHUSD's education partners. Results of the online survey are disaggregated and displayed in the <i>Leadership Profile</i>. Candidates are recruited, screened, and selected based on District needs and ideal leadership qualities identified by the Board and broader community.</p>
<b>Activation Phase*: June 14 – July 29, 2024</b>	
<i>*Overlaps with Engagement Phase</i>	
<p>Job Posting  Opens: June 14, 2024 Closes: July 22, 2024</p>	<p>The Superintendent vacancy is posted in a variety of sources and platforms, including EDJOIN, EdCal, and other Board-determined publications.</p>
<p>Recruitment</p>	<p>ESS advisers utilize an array of local, state, and national networks to actively recruit, engage, and screen candidates who match the <i>Leadership Profile</i> characteristics.</p>
<p>Reference Checks</p>	<p>ESS advisers contact candidate references and conduct "blind" appraisals of each applicant, including review of social media accounts and digital footprint. Candidates are evaluated and ranked against the <i>Leadership Profile</i> criteria.</p>

<b>Selection Phase: July 29 - September 12, 2024</b>	
Review of Applications July 29 – August 7, 2024	Trustees review completed application files for each candidate prior to August 8 <sup>th</sup> Closed Session meeting.
Determine Candidate Slate August 8, 2024 (Special Closed Session Mtg.)	Board meets with search advisers to identify candidates to invite for interviews.
1 <sup>st</sup> & 2 <sup>nd</sup> Level Interviews August 24 & 25, 2024 (Special Closed Session Mtgs.)	First and second level interviews conducted by the Governing Board. The Board selects its preferred finalist.
Employment Contract Negotiations	The Board identifies agency negotiators to draft an employment agreement for the preferred finalist. Typically, the Board President and legal counsel are assigned to this role. The search advisers assist throughout the process.
Validation Visit TBD	The full Board or a subcommittee of the Board may decide to visit the workplace of the preferred finalist. ESS will assist Trustees and the finalist in scheduling this visitation.
Background Checks	Third party due diligence review conducted to review criminal, civil, credit, education, and employment history of finalist.
Announcement of Board's Preferred Candidate TBD	Following a favorable due diligence review, search advisers collaborate with Board President and finalist to draft a press release and announcement schedule contingent upon the candidate's pending selection and Board approval.
Approve Employment of New Superintendent September 12, 2024 (Regular Board Meeting)	The Governing Board takes formal action to hire the new Superintendent (closed session) and approve the employment contract (open session), with a start date TBD.

For additional information about the search process, please contact ESS advisers:

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