



**OFFICIAL TIMELINE,
SUPERINTENDENT SEARCH 2019**

Berkeley Unified School District

Note: *Blue italicized text* indicates Board Participation

JAN 2019	January 22	District receives proposals
	January 23	<i>Proposal Presentations / Board Selects Firm</i>
	January 29	<i>Board approves Search Firm Contract</i>
FEB-MAR 2019 Phases 1-4	February 5	<i>Board meets with consultants to provide initial input on characteristics, skills & qualities desired in a new superintendent, pending community input and survey; Board publicly announces timeline and procedures for superintendent selection</i>
	February 6	Position posted on search firm website; Board publicly announces timeline and search procedures
	February 13; March 6-9	Consultants meet with staff and community designated by Board to receive input
	February 20- March 11	Online survey is posted to district website
	February-March	Consultants identify potential candidates; Development and posting of recruitment materials and Position Profile
	February 25 and March 4	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)
MAR-APR 2019 Phase 5	March 15, 5:00 PM	Deadline for applications
	Mid-Late March	Consultants complete comprehensive reference and background checks on applicants
	April 7	<i>Board meets with consultants in closed session, reviews all applications and selects finalists to be interviewed</i>
APR-MAY 2019 Phases 6-8	April 13-14	<i>Board interviews finalists in closed session</i>
	Mid-Late April	<i>Board completes validation visit of leading candidate's community and makes final determination on selected candidate [optional and TBD]</i>
	May 8	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
JULY 2019 Phase 9	July 1 (or as mutually agreed)	New superintendent begins