



## PROPOSED TIMELINE

(Flexible based on Board direction)

### Benicia Unified School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

<b>FEBRUARY 2022</b> Preliminary Phase	February 3	District receives proposals
	February 17	<i>Proposal Presentations / Board Selects Firm</i>
<b>MARCH 2022</b> Community Engagement Advertisement and Recruitment	March 10 (Special Mtg)	<i>Board confers with consultants and determines characteristics, skills &amp; qualities desired in a new superintendent; Board publicly announces timeline and procedures for superintendent selection (Open and Closed Session)</i>
	March 14-March 31	Online survey dates (opens and closes)
	Week of March 28	Consultants confer with staff and community designated by the Board to receive input
	March	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	March 21 and 28	Advertising and active recruitment; Ad appears in <u>EdCaI</u> , (Two consecutive publications)
<b>MARCH - APRIL 2022</b> Reference/ Background Checks and Selection	<b>April 4, 5:00 PM</b>	<b>Deadline for applications</b>
	March - April	Consultants complete comprehensive reference and background checks on applicants
	April 20 (Special Mtg)	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)</i>
<b>MAY 2022</b> Interviews and Contract Approval	May 7 (Special Mtg)	<i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)</i>
	After May 7	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	May 26	<i>Board approves superintendent contract at a <b>regularly scheduled</b> board meeting</i>
<b>JULY 2022</b> Start Date	July 1 (as mutually agreed)	New superintendent begins