



OFFICIAL TIMELINE

(Flexible based on Board direction)

Hughes-Elizabeth Lakes Union Elementary School District Superintendent/Principal Search

Note: *Blue italicized text* indicates Board Participation

FEBRUARY 2025 Preliminary Phase	February 4	District receives proposals
	February 6	<i>Proposal Presentations / Board Selects Firm</i>
FEBRUARY - MARCH 2025 Community Engagement	February 25 (Special Mtg)	<i>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)</i>
	March 3 - March 10	Online survey dates
	March 4	Consultant confers with staff and community designated by the Board to receive input
MARCH 2025 Advertisement and Recruitment	February - March	Consultant identifies potential candidates; Development and posting of recruitment materials and Position Description
	March 10 & 17	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)
	March 28, 5:00 PM	Deadline for applications
MARCH - APRIL 2025 Interviews and Selection	April 4	Consultant completes comprehensive reference and background checks on applicants
	April 10 (Special Mtg)	<i>Board confers with consultant, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)</i>
	May 3 (Special Mtg)	<i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)</i>
APRIL - MAY 2025 Contract Approval	May 5 - 9	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	May 14	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
MAY 2025 Start Date	July 1 or ASAP (as mutually agreed)	New superintendent begins