



## OFFICIAL TIMELINE

(Flexible based on Board direction)

### Culver City Unified School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

<b>SEPTEMBER 2023</b> Preliminary Phase	September 8	District receives proposals
	September 14	<i>Proposal Presentations / Board Selects Firm</i>
<b>SEPTEMBER-OCTOBER 2023</b> Community Engagement	September 19 (Special Mtg)	<i>Initial Meeting with the Board; Board determines characteristics, skills &amp; qualities desired in new superintendent; publicly announces timeline and procedures (Open and Closed Session; approx 3 hrs total)</i>
	September 21-October 13	Online survey dates
	October 5, 10	Consultants confer with staff and community designated by the Board to receive input
<b>SEPTEMBER-NOVEMBER 2023</b> Advertisement and Recruitment	September, October, November	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	October 2, 16	Advertising and active recruitment; Ad appears in <u>EdCa!</u> . (Two consecutive publications)
	<b>November 1, 5:00 PM</b>	<b>Deadline for applications</b>
<b>NOVEMBER 2023</b> Interviews and Selection	October, November	Consultants complete comprehensive reference and background checks on applicants
	November 9	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)</i>
	November 26	<i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)</i>
<b>NOVEMBER-DECEMBER 2023</b> Contract Approval	November 27-30	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	December 11	<i>Board approves superintendent contract at a <b>regularly scheduled</b> board meeting</i>
<b>JANUARY 2024</b> Start Date	January 1, 2024 (or as mutually agreed)	New superintendent begins