



**MCPHERSON JACOBSON, LLC**

EXECUTIVE RECRUITMENT & DEVELOPMENT

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**Stockton Unified School District**  
**Stockton, CA**  
**Superintendent Search Planning Calendar**

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Event</u></b>
<b>March 13, 2013</b>		<b>Advertise Position</b> (Bill Huyett) <ul style="list-style-type: none"><li>● EdCal print, 4 postings print, 30 days online</li><li>● M&amp;J Website</li><li>● EdJoin</li><li>● M &amp; J Brochure</li><li>● CUBE, CALSA</li></ul>
<b>March 20, 2023</b>	<b>5:00</b>	<b>First Board of Education Meeting</b> (90 minutes, Bill and Aida attend) <ul style="list-style-type: none"><li>● Set calendar (Bill)</li><li>● Identify stakeholder contacts for input (Ben)</li><li>● Identify selection criteria (Aida)</li><li>● Board member contact information</li><li>● Identify District Point of Contact (POC)</li><li>● Discuss advertising media and dates (Bill)</li></ul>
<b>March 26, 2023</b>		<b>Consultants/Board Finalize Criteria and Brochure</b> (Criteria-Aida Buelna, Brochure-Daniel Moirao)

**March 20-27, 2023**

**Consultant tasks**

- recruit/meet with potential applicants (All)
- Schedule stakeholder meetings with point-of-contact (Ben)
- Provide updates and reminders to point-of-contact/board on search process (Bill)

**March 27 - April 13, 2023**

**Stakeholder Individual and Group Meetings (Ben Johnson organizes)**

- Facilitated by consultant (Ben, Aida, Daniel)
- Online survey open (Ben)
- Groups, individual, forums (Ben, Aida, Daniel)
- Zoom meetings (Ben, Aida, Daniel)
- Administrators (site level)
- Administrators (district level)
- Teachers/Classified staff by HS area (4 of each)
- School Secretaries
- Students (ASB, student leaders, diverse student body)
- Teachers (Open)
- Parents (Open)
- Community (Open)
- Union Leadership ● Others?

**April 18, 2023**

**Second Board of Education Meeting (1 hour)**

- Review Stakeholder Input Report (public document for posting with board agenda, Ben)
- Determine interview procedures (Bill)
- Identify stakeholder panel composition (Bill)
- Review compensation package if needed (closed session, Bill)
- Review interview question procedures for selection (closed session, Daniel)

**April 27, 2023**

**Closing date for applications**

**April 20- May 5, 2023**

**Consultants vetting tasks** (Daniel, Aida, Ben)

- Screen applications
- Conduct reference checks and applicant contact
- Develop “short list” of candidates (All)
- Prepare interview procedures (Bill)

**May 5-12, 2023**

**Consultants and Board Members Prepare for Third Board Meeting** (Daniel leads)

- Prepare candidates to complete video (All)
- Board Members sign confidentiality agreement (Daniel)
- Home Office sends candidate materials and video interview (Daniel)
- Board Members review materials and videos
- Prepare interview questions (Aida)

**May 15, 2023**

**Third Board of Education Meeting (3-4 hours),  
Special Meeting 6 pm**

- Review candidates (closed session, All)
- Select candidates to be interviewed (closed session)
- Review interview questions (closed session, Aida)
- Appoint Stakeholder Panel (Bill)
- Finalize District Interview Schedule (Bill)

**May 19 & 20, 2023**

**Interviews**

- Writing prompt/performance task (Bill)
- Stakeholder interview panel (Daniel, Aida, Ben)
- Board interview panel (Bill)
- Social component (Bill)
- Board deliberation/stakeholder input review/ finalist selection

**May or June, 2023**

**Selection of new superintendent**

- Take action at regular board meeting

**July 1, 2023**

**Starting date for superintendent**

