



SEARCH TIMELINE

Mill Valley School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

FEBRUARY 2023 Preliminary Phase	February 6	District receives proposals
	February 9	<i>Proposal Presentations / Board Selects Firm</i>
FEBRUARY-MARCH 2023 Community Engagement	February 15 (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 hours total)</i>
	February 27-March 10	Online survey dates
	March 9, 10, 13	Consultants confer with staff and community designated by the Board to receive input
FEBRUARY-MARCH 2023 Advertisement and Recruitment	February-March	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	February 27, March 6	Advertising and active recruitment; Ad appears in <u>EdCa!</u> , (Two consecutive publications) (Click here for publication schedule)
	March 20, 5:00 PM	Deadline for applications
MARCH-APRIL 2023 Interviews and Selection	March	Consultants complete comprehensive reference and background checks on applicants
	April 3 5:00-8:00 pm (Special Mtg)	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)</i>
	May 7 (Special Mtg)	<i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)</i>
APRIL-MAY 2023 Contract Approval	Early May	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	May 24	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
MONTH 2023 Start Date	July 1, 2023 (as mutually agreed)	New superintendent begins