

Superintendent Search Timeline and Activities

March 25, 2024

The Governing Board of the Anaheim Elementary School District has engaged the services of Education Support Services (ESS) advisers Dr. Suzette Lovely and Dr. Joseph Farley to conduct the search for the District's next superintendent. Below is an overview of the process, timelines, and activities that will occur over the next few months:

Engagement Phase: March 13 - April 17, 2024	
March 13, 2024	Board selects search firm.
Board Workshop Search Planning (Special Open/Closed Session Board Meeting) March 19, 2024	This workshop assists the governing Board to become 'search ready'. Topics include: confirmation of search timelines and activities; required qualifications and leadership attributes of applicants; focus groups to gather input from education partners; and prospective candidates for recruitment.
Community Outreach/ Education Partner Engagement Completed by April 9, 2024	Search advisers meet with education partners to discuss District strengths, needs, and ideal qualities of AESD's next Superintendent. A community forum is scheduled to allow any employees or members of the public to offer input. Results of an online survey and focus group feedback are summarized in a <i>Hiring Profile Report</i> .
Hiring Profile Report April 17, 2024 (Regular Board Meeting)	Advisers present findings in the <i>Hiring Profile Report</i> , summarizing collective input from community outreach and online survey results. The Board takes formal action to review/approve criteria in the <i>Hiring Profile Report</i> . Candidates are screened and selected based on District needs and qualities highlighted in the report.
Activation Phase*: March 27 - April 29, 2024	
<i>*Overlaps w/Engagement Phase</i>	
Job Posting Opens: March 26, 2024 Closes: April 29, 2024	Superintendent vacancy is posted in a variety of sources and on-line platforms, including EDJOIN, EdCal, and national publications.
Recruitment	Advisers tap an array of local, state, and national networks to recruit, engage, and screen candidates who match the <i>Hiring Profile</i> characteristics.

Selection Phase: April 28 - June 12, 2024	
Review of Applications Week of May 6, 2024	Trustees receive/review confidential application materials prior to closed session, in which the candidate slate will be discussed and finalized.
Determine Candidate Slate May 15, 2024 (Closed Session Meeting)	Search advisers meet with Board to identify the best qualified candidates to invite for an interview.
Community Interview Panel May 17, 2024 (Confidential Meeting)	Search advisers facilitate a Community Interview Panel to provide input into the decision-making/selection process.
1 st & 2 nd Level Interviews May 18-19, 2024 (Closed Session Meeting)	First-and second-level interviews are conducted by the Governing Board. The Board identifies its preferred finalist.
Employment Contract Negotiations	Board identifies agency negotiators to draft an employment agreement for consideration. Typically, the Board President and legal counsel are assigned to this role.
Validation Visit	A Board subcommittee, the or entire Board, may visit the workplace of the preferred finalist. If a Board majority participates, it constitutes a meeting that must be properly agendized.
Background Checks	Search advisers engage a third party to conduct a due diligence review of the finalist, including criminal, civil, credit, education, employment, and social media history.
Announcement of Board's Preferred Candidate	Following a favorable background check, ESS advisers collaborate with the Board president and finalist to develop a press release and announcement schedule contingent upon the finalist's pending selection and final Board approval.
Approve Employment of New Superintendent June 12, 2024 (Regular Board Meeting)	Governing Board takes formal action to hire the new Superintendent and approve the employment contract, with a start date of July 1, 2024.
Transition Phase: August 2024	
Setting Foundation for a Successful Transition	ESS advisers provide a facilitated transition meeting with the new Superintendent and Board to review information gleaned during the search process and assist the governance team in identifying 'next steps' to move forward.

For additional information about the search process, please contact ESS advisers:

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