



**MOUNTAIN VIEW LOS ALTOS HIGH SCHOOL DISTRICT  
HYA Superintendent Search Calendar #1  
April / May 2024**

| Date  | Activity   |
|---|--|
| April 5, 2024   | Board Planning Meeting 1:00 pm (open session 1.5 hours)  |
| April 2 - 9 Update Leadership Characteristics   | Consultants to meet with staff, board members and others designated by the board to update leadership characteristics of the superintendent. (Online opportunity to provide update on the District website?)   |
| April 15, 2024 Regular Board Meeting  | 7:00 pm Board meeting to present updated criteria and desired characteristics for search.  |
| EdCal - April 2 online. April 8 and 15 publications including EdJoin, HYA website, CALSA, CAASA and Alumni site(s). | Consultants develop advertisements for the District with recommendations on where to post. District coordinates posting of advertisements.   |
| April 22, 2024  | Recommended application 1 <sup>st</sup> deadline and applications will still be accepted until position is filled.   |
| April 15-23, 2024   | Top candidates are interviewed by the consultants only. (Bd. will have access to application documents and can review independently.)  |
| April 25 or 26  | Full Board Meeting-consultants meet with full Board to identify slate of semi-finalists - plan initial interviews and develop questions ( <b>closed session 1.5-2 hours</b> ).   |
| May 2 and 3   | Full Board interviews semi-finalists. De-brief with consultants immediately following the final interview. Location TBD – within district boundary ( <b>closed session 12 + hours needed</b> ).  |
| May 7 and 8 or<br>May 8 and 9   | Full Board - Second interview with three finalists. This could be traditional interview or a meal. Location within district boundaries ( <b>closed session 2 hours for each candidate and 2 hours following the final interview to determine the final candidate and next steps</b> ). |
|   | Board visits district of finalist, if desired. External background check (optional). Superintendent's contract is completed.   |
| May 20, 2024 @ 7:00 pm regular board meeting  | Finalize contract, approve appointment at regular board meeting as appropriate and introduce new superintendent.   |