



**MOUNTAIN VIEW LOS ALTOS HIGH SCHOOL DISTRICT
HYA Superintendent Search Calendar #2
April / June 2024**

Date	Activity
April 5, 2024	Board Planning Meeting 1:00pm (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 Meeting	7:00 Board meeting to present updated criteria and Leadership Characteristics for search.
EdCal - April 2 online. April 8 and 15 publications including EdCal, EdJoin, HYA website, CALSA, CAASA and Alumni site(s).	Consultants develop and provide advertisements to the District with recommendations on where to post. District coordinates posting of advertisements.
April 29	Recommended application 2 nd deadline and applications will still be accepted until position is filled.
April 22-29, 2024	Top candidates are interviewed by the consultants only. (Bd. will have access to application documents and can review independently.)
May 2 or 3	Full Board Meeting-consultants meet with full Board to identify slate of semi-finalists - plan initial interviews and develop questions (closed session 1.5-2 hours).
May 5 and 6 or May 6 and 7	Full Board interviews semi-finalists. De-brief with consultants immediately following the final interview. Location TBD – within district boundary (closed session 12 + hours needed).
May 10 and 11, 13, 14, 15	Full Board - Second interview with three finalists. This could be traditional interview or a meal. Location within district boundaries (closed session 2 hours for each candidate and 2 hours following the final interview to determine the final candidate and next steps).
	Board visits district of finalist, if desired. External background check (optional). Superintendent’s contract is completed.
June 3, 2024 @ 7:00 pm regular board meeting	Finalize contract, approve appointment at regular board meeting as appropriate and introduce new Superintendent.