



# **MCPHERSON & JACOBSON, LLC**

EXECUTIVE RECRUITMENT & DEVELOPMENT

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## **Albany Unified School District Search Planning Calendar**

### **Date**

### **Time**

### **Event**

**Feb 26, 2019**

**8:00 pm Board of Education Meeting**

- Set calendar
- Identify selection criteria
- Board member contact information
- Identify District Point of Contact (POC)
- Discuss advertising media and dates
- Identify stakeholder (school/community) groups
- Identify community members to receive personal invitations

**March 3, 2019**

**Advertise the Position**

- Ed Join Online
- Association of California School Administrators, EdCal, three postings
- EdCal online
- McPherson & Jacobson website, free

**March 19, 20 & 22**

**Stakeholder Group Meetings**

**March 26, 2019**

**6:00 pm Second Board of Education Meeting**

- Review Stakeholder Input Report
- Select interview questions
- Determine interview procedures
- Decide on compensation package
- Identify stakeholder group chairs

**April 15, 2019**

**Closing date for applications**

**April 29, 2019**

**7:00 pm Third Board of Education Special Meeting**

- Review candidates
- Select finalists
- Review interview questions

**April 30, 2019**

**7:00 pm Regular Board of Education Meeting**

- Finalize Candidate Daily Interview Schedule
- Appoint Stakeholder Panel Members

**May 5&6, 2019**

**All Day Interviews**

**May 14, 2019**

**Appointment of new Superintendent, contract approved**

**July 1, 2019**

**Starting date for Superintendent**