

February 27, 2023

The ESS Consulting Group provides specialized services that address the needs of California school districts, including facilitation of superintendent searches. The Governing Board of the San Dieguito Union High School District has engaged the services of ESS advisers Dr. Suzette Lovely and Dr. Gary Rutherford to conduct the search for the District’s next superintendent. Below is an overview of the process, timelines, and activities that will occur between February and June 2023:

### **Engagement Phase – February 28 – March 15, 2023**

<p><b>Planning Meeting with Governing Board</b>  <b>February 23, 2023</b></p>	<p>Search advisers discuss the search process and timelines. The board identifies priorities, applicant qualifications/experience, and stakeholder groups in which the consultants should gather input.</p>
<p><b>Stakeholder Input</b></p>	<p>Search advisers meet with groups and individuals to identify district strengths, challenges/needs, and important qualities of SDUHSD’s next superintendent. An on-line survey is launched to gather additional input from employees, students, parents, and community-at-large.</p>
<p><b>Presentation of Leadership Profile Report</b>  <b>March 23, 2023</b></p>	<p>Search advisers present a Leadership Profile Report to the board summarizing stakeholder input. The board establishes any additional selection criteria to attract candidates that best match stakeholder interests and district needs.</p>

### **Activation Phase – March 1 – 31, 2023**

<p><b>Job Posting</b></p>	<p>Superintendent vacancy is posted in a variety of sources/platforms, including EDJOIN and EdCAL (print and on-line publication).</p>
<p><b>Recruitment</b></p>	<p>ESS advisers utilize an array of regional and statewide networks to actively recruit, correspond with, and screen qualified candidates who possess the requisite and experience and match the Leadership Profile.</p>
<p><b>Reference Checks</b></p>	<p>ESS advisers contact candidate references and conduct “blind” appraisals on each applicant, including in-depth press coverage and social media reviews.</p>

## Selection Phase – April 1–May 19, 2023

<p><b>Review Candidate Slate</b></p> <p><b>April 14, 2023</b> <b>Closed Session</b></p>	<p>Board meets with ESS advisers in Closed Session to review applications and identify the best qualified candidates to be invited for interviews.</p>
<p><b>First Level Interviews</b></p> <p><b>Saturday, April 29, 2023</b> <b>Closed Session</b></p>	<p>First round interviews conducted by the governing board.</p>
<p><b>Second Level Interviews</b></p> <p><b>Sunday, April 30, 2023</b> <b>Closed Session</b></p>	<p>Second round interviews with finalists conducted by the governing board.</p>
<p><b>Due Diligence Review</b></p>	<p>Search advisers engage a 3<sup>rd</sup> party screener to conduct an in-depth background check on the finalist including: criminal; civil; credit; education; and on-line history.</p>
<p><b>Validation Visit</b></p> <p><b>Week of May 1<sup>st</sup> or 8<sup>th</sup></b></p>	<p>A board sub-committee or full board may visit the workplace of the preferred candidate. ESS advisers will assist trustees and the finalist in scheduling this visit.</p>
<p><b>Announcement of the Board’s Preferred Candidate</b></p> <p><b>Week of May 8<sup>th</sup></b></p>	<p>Following the Validation Visit, due diligence review, and successful negotiation of an employment contract, a press release is distributed to announce the name of the finalist pending board approval.</p>
<p><b>Approve Employment of the New Superintendent</b></p> <p><b>May 17, 2023</b> <b>Regular Board Meeting</b></p>	<p>The governing board takes formal action to hire the new superintendent and introduce the candidate to the community.</p>

## Transition Phase – June-July 2023

<p><b>Arrival and Transition of New Superintendent</b></p>	<p>ESS advisers provide a facilitated transition meeting with the new superintendent and governing board to share information learned throughout the search process. Advisers provide the incoming superintendent additional mentoring and support as needed.</p>
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For additional information about the search process, please contact ESS advisers:

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