A. OPEN SESSION

1. Discussion/Action and Review of Search Process

2. Designate Board's liaison and spokesperson for the Board

3. Confirm executive assistant has received guidelines and templates from Leadership Associates office admin staff

4. Board of Trustees email addresses (if posted on website, confirm)

5. Discuss the use of input from board, stakeholder groups and online survey results in development of position profile
   - Board affirms stakeholder groups for input sessions
   - Position description: District provides narrative of "community" and "district" (if not already available on website); salary range
   - Majority of Board Members to review and respond to position description prior to posting on District's and Leadership Associates' website
   - Online survey dates and specified languages:_____

6. Establish and adopt the final timeline
   - ACSA publication: specify dates:_____
   - Establish date(s) for stakeholder input sessions _____
   - Closed session date for application review/candidate selection [2-2 1/2 hours]_____
   - Closed session date for interviews (all day)_____
   - Consideration of location for interview; *venues away from the District Office*
   - Validation process, Board discussion and at Board discretion
   - Target date for offer of employment and approval of superintendent contract (must be at a regularly scheduled board meeting):_____

7. Candidate Recruitment

8. Contract Parameters Worksheet (FYI only -to be completed by candidates invited to interview)

9. Copy of current Superintendent Contract (Send to consultants)

10. Board questions/points for clarification

11. Board Members' Input:
    - Desired Qualities/Characteristics/Experiential Background
    - District's Strengths and Challenges
    - Questions Regarding Process/Procedures

B. CLOSED SESSION