

## BUUSD Superintendent Search Timeline and Process - January 2026

Version Date: 1.8.2026

<b>Dates</b>	<b>Responsibility</b>	<b>Task</b>	<b>Outcome/Status</b>
January 2026	Board Chair	Contact AOE	<input checked="" type="checkbox"/> Get permission to begin the search
January 12, 2026	Consultant, Board	Board Meeting	<input checked="" type="checkbox"/> Introductions <input checked="" type="checkbox"/> Discuss the superintendent search process and timeline
mid-January 2026	Board	Create and approve screening committee charge	<input type="checkbox"/> Identify expectations and scope of work for the screening committee; approve committee charge
mid-January 2026	Board, Consultant, District	Identify and invite key stakeholders to serve on the screening committee; Consider process for school and community involvement and input	<input type="checkbox"/> Develop and disseminate the Superintendent Skills & Attributes Survey <input type="checkbox"/> Identify/approve committee membership <input type="checkbox"/> Provide a committee roster with emails to the consultant.
late-January 2026	Consultant, District, Board	Recruit candidates locally and nationally using electronic media and local networking	<input type="checkbox"/> Set salary range <input type="checkbox"/> Create and approve job postings for SchoolSpring; identify other advertising venues. Place ad.
late-January 2026	Consultant	Welcome Screening Committee Members	<input type="checkbox"/> Welcome members schedule the initial screening committee meeting
February 2, 2026	District	Website	<input type="checkbox"/> Create a landing page to keep the public informed throughout the process
Week of February 9, 2026	Consultant	Close Superintendent Skills & Attributes Survey (if utilized)	<input type="checkbox"/> Consolidate survey feedback for committee review
Week of February 9, 2026	Consultant/Committee	First Committee Mtg.	<input type="checkbox"/> Meet to frame the search process; review the screening committee charge <input type="checkbox"/> Elect chair and clerk <input type="checkbox"/> Establish ground rules <input type="checkbox"/> Establish timeline, meeting schedule <input type="checkbox"/> Review Superintendent Skills & Attributes Survey <input type="checkbox"/> Develop qualities to look for in a superintendent, review/rating criteria <input type="checkbox"/> Begin the process of developing questions for candidates

Week of February 23, 2026	Consultant/Committee	Second Committee Mtg. - VIRTUAL? (FEB BREAK WEEK)	<input type="checkbox"/> Identify viable candidates based on search criteria and candidate materials <input type="checkbox"/> Create interview structure <input type="checkbox"/> Finalize questions for candidates. Ensure all questions and statements are legal.
Week of March 2, 2026	Consultant	Schedule semi-finalist interviews with committee	<input type="checkbox"/> Schedule semi-finalist interviews with committee
Week of March 9, 2026	Consultant/Committee	Third Committee Mtg.	<input type="checkbox"/> Semi-finalist interviews; identify up to 3 finalists
Week of March 9, 2026	Consultant	Conduct detailed reference checks; Inform candidates of status	<input type="checkbox"/> Conduct detailed reference checks, AOE background checks <input type="checkbox"/> Inform candidates of status
Week of March 16, 2026	Consultant / Committee	Fourth Committee Mtg. - VIRTUAL?	<input type="checkbox"/> Review reference checks <input type="checkbox"/> Notify the board of finalists
TBD March Regular or Special Meeting	Board	Approve Final Board Interview Process	<input type="checkbox"/> Set dates, (possible inclusion of stakeholder interview groups; site visits, etc. at TBD) <input type="checkbox"/> Finalize interview structure/timeline; select interview questions; ensure all questions and statements are legal
Week of April 6, 2026	Consultant/Committee/Board	Meeting and Interview Finalists and Select Candidate	<input type="checkbox"/> Possible school visits/forums for staff and community to meet the final candidates <input type="checkbox"/> Final interviews with the Board <input type="checkbox"/> Board review of finalist application materials, reference checks <input type="checkbox"/> Identify top candidates related to search criteria
Week of April 13, 2026	Board	Reach an Agreement with the Candidate	<input type="checkbox"/> Negotiate contract
Week of April 13, 2026	Board Chair	Notify AOE	<input type="checkbox"/> Obtain permission to hire from the Secretary of Education
Week of April 20, 2026	Board	Sign contract. Seal the deal (APRIL BREAK WEEK)	<input type="checkbox"/> Sign contract <input type="checkbox"/> Announce and celebrate!
May/June 2026	Board	Create a transition process with the outgoing and incoming superintendents	<input type="checkbox"/> Establish seamless leadership transition
Summer	Board	Ensure the new superintendent and board develop an effective working relationship	<input type="checkbox"/> With the new superintendent, set superintendent, board, and district goals; create an effective evaluation process during the summer; require feedback no later than 6 months after employment starts <input type="checkbox"/> If applicable, support the new superintendent in obtaining a mentor
After Search is Completed	VSBA, Board, and Search Committee	Provide Feedback to VSBA on the Search Committee Process	<input type="checkbox"/> VSBA will distribute client satisfaction survey to evaluate the effectiveness of the VSBA's services provided during the search.