



**ALBANY UNIFIED SCHOOL DISTRICT**  
**Superintendent Search - Initial Meeting, Discussion Items**  
**August 14, 2024**

**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"
  - 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 EdCal publication: specify dates:
  - Affirm date(s) for stakeholder input sessions:
  - Closed session date for application review [2-2 1/2 hours]:
  - Closed session date for interviews (all day):
  - Validation process, Board discussion and at Board discretion

- Target date for offer of employment and approval of superintendent contract (must be on a regularly scheduled board meeting):

7. Candidate Recruitment

8. Salary Range

9. Worksheet of Contract Parameters -- FYI only [to be completed by candidates invited for interview.]

10. Copy of current Superintendent Contract

11. Board questions/points for clarification

12. Board Members' Input:

- Desired Qualities/Characteristics/Experiential Background
- District's Strengths and Challenges
- Questions Regarding Process/Procedures

## **B. CLOSED SESSION**