



March 16, 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 Capistrano Unified School District has engaged the services of ESS advisers Dr. Suzette Lovely and Dr. Joseph Farley to conduct the search for the district’s next superintendent. Below is an overview of the process, timelines, and activities that will occur between March and June 2023:

Engagement Phase – March 8 – April 12, 2023	
<p>Planning Meeting with Governing Board</p> <p>March 8, 2023</p>	<p>Search advisers discuss search process, timelines and communication plans with the governing board. The board identifies applicant qualifications/experience along with stakeholder and community groups in which the consultants should gather input.</p>
<p>Stakeholder Input</p>	<p>Search advisers meet with groups to identify CUSD’s strengths, issues/needs, and desired qualities and characteristics of the next superintendent. An online survey and regional community forums are utilized to gather additional input from parents, students, employees, and the community at large.</p>
<p>Presentation of Leadership Profile Report</p> <p>April 19, 2023</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 13 – April 23, 2023	
*Overlaps w/Engagement Phase	
<p>Job Posting</p> <p>Opens: March 13, 2023</p> <p>Closes: April 8, 2023</p>	<p>Superintendent vacancy is posted in a variety of sources, including EDJOIN, EdCAL (print & on-line publication)</p>
<p>Recruitment</p>	<p>ESS advisers utilize an array of regional, state and national networks to actively recruit, correspond with, and screen qualified candidates who possess the requisite experiences and most closely match the leadership profile.</p>

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Reference Checks	ESS advisers contact candidate references and conduct in-depth appraisals on each applicant, including press coverage and social media reviews.
Selection Phase – April 24–June 15, 2023	
Review Candidate Slate May 3, 2023 Closed Session	Board meets with ESS advisers in closed session to review applications and determine the best qualified candidates to invite for interviews.
First Level Interviews Friday, May 19, 2023 Closed Session	First round interviews are conducted by the governing board.
Second Level Interviews Saturday, May 20, 2023 Closed Session	Second round interviews with a select number of finalists are conducted by the governing board.
Due Diligence Review	Search advisers engage a 3 rd party screener to conduct extensive background checks on the finalist including: criminal; civil; credit; education; and online history.
Validation Visit Week of May 22nd	Board members will visit the workplace of the preferred candidate. ESS advisers will assist trustees and the finalist in scheduling this visit.
Announcement of the Board’s Preferred Candidate Week of May 22nd	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.
Employment of the New Superintendent May 31, 2023 June 14, 2023	The board takes formal action to employ the new superintendent in closed session and introduces the candidate to the community in open session. The new superintendent’s employment contract is approved by the governing board.
Transition Phase – July 1 - August 2023	
Arrival and Transition of New Superintendent	ESS advisers provide a facilitated transition meeting with the new superintendent and governing board to share information learned throughout the search process.

For additional information about the search process, please contact ESS advisers:

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