

**Amador County Unified School District Superintendent Search
Community Input Sessions
[Month xx-Month xx], 2021**

On behalf of the Amador County Public Schools Board of Trustees, this is to inform you that a time has been scheduled for you to confer with consultants from Leadership Associates to provide input about the desired personal and professional qualities anticipated in the incoming superintendent/principal. Your comments will be used in the development of the candidate profile, recruitment process, and reference checking. The consultants will also compile a summary of all comments received during these sessions and share the report with the Board and with the new superintendent/principal.

These sessions will be conducted virtually, and you will be assigned a specific time to participate. Please see the following schedule for your specific group and assigned call-in time.

During your conference call, consultants will share an overview of the process, and then ask two primary questions:

- *What are the desirable qualities, characteristics, background and professional and personal experiences for the next superintendent/principal?*
- *What do you see as the strengths of the district and the major challenges facing the district in years ahead?*

If this your scheduled time presents a conflict, you may provide your feedback via [this anonymous online survey](#) [embed English survey link].

To participate, please join at the assigned time and link below:

INPUT SESSIONS SCHEDULE

[Weekday, Month xx]

Consultants: [Consultant Names]

Zoom link:

Time / AM	GROUP / STAKEHOLDER(S) DESCRIPTION
8:20-8:50 AM	Superintendent
9:00-9:30 AM	District Office Management Staff
9:40-10:10 AM	Service Clubs (Rotary Kiwanis, etc)
10:20-10:50 AM	District Office Classified Staff
11:00-11:30 AM	Parent Committee Leaders / Reps
11:40-12:30 PM	Cabinet Team (allow longer for this group)

Time / PM	GROUP / STAKEHOLDER(S) DESCRIPTION
1:00-1:30 PM	Education Foundation
1:40-2:10 PM	PTSA/PTSO Leaders
2:20-2:50 PM	Confidential Employees (DO)
3:00-3:30 PM	Principals and/or Assistant Principals
3:40-4:10 PM	Teachers' Association Executive Board
4:20-4:50 PM	CSEA Executive Board

[Weekday, Month xx]

Consultants: [Consultant Names]

Zoom link:

Time / AM	GROUP / STAKEHOLDER(S) DESCRIPTION
8:20-8:50 AM	City Officials (City Council, City Manager; Chief of Police, etc)
9:00-9:30 AM	Chamber of Commerce
9:40-10:10 AM	Neighboring District Superintendents
10:20-10:50 AM	School Site Council Reps
11:00-11:30 AM	Community Leaders, Other (clergy, etc)
11:40-12:10 PM	Business Partners

Time / PM	GROUP / STAKEHOLDER(S) DESCRIPTION
1:00-1:30 PM	Booster Groups
1:40-2:10 PM	Student Reps
2:20-2:50 PM	Classified Staff (general)
3:00-3:30 PM	Certificated Staff (general)
3:40-4:10 PM	DLAC / ELAC Groups
4:20-4:50 PM	

[Weekday, Month xx]

Consultants: [Consultant Names]

Zoom link:

Time / AM	GROUP / STAKEHOLDER(S) DESCRIPTION
8:20-8:50 AM	
9:00-9:30 AM	
9:40-10:10 AM	
10:20-10:50 AM	
11:00-11:30 AM	
11:40-12:10 PM	

Time / PM	GROUP / STAKEHOLDER(S) DESCRIPTION
1:00-1:30 PM	
1:40-2:10 PM	
2:20-2:50 PM	
3:00-3:30 PM	
3:40-4:10 PM	
4:20-4:50 PM	

(Spanish) Sample Input Sessions Announcement and Schedule A (one Track)
Please update everything in brackets and remove text in red font

Búsqueda de Superintendente, [District name] Distrito Escolar
Community Input Sessions
[Month xx-Month xx], 2021

Este aviso sirve para informarle de una conferencia para que usted hable con asesores ejecutivos de Leadership Associates con el propósito de solicitar comentarios tocante a cualidades y atributos deseados en nuestro siguiente superintendente. Sus comentarios serán utilizados en el desarrollo de perfil de candidatos y en el proceso de reclutamiento. Asesores entregarán un sumario de los resultados de estas sesiones a la Junta Administrativa y al nuevo superintendente.

Estas sesiones se llevarán a cabo virtualmente y se le asignará un tiempo específico para participar. Consulte el cronograma siguiente para su grupo específico y la hora de llamada asignada.

Los asesores harán dos preguntas principales:

- ¿Qué cualidades personales y profesionales pare un superintendente entrante se igualan con el Distrito Escolar?
- ¿Cuáles son los objetivos fuertes del Distrito y cuáles son los desafíos que ve para el Distrito en los próximos años?

Si por alguna razón, usted no puede participar durante el tiempo designado, puede completar una encuesta en línea a través de [hacer clic aquí](#) [embed link into underscored text] o visitando el sitio web del Distrito en: [\[district website link here\]](#).

HORARIO DE CONFERENCIAS
[Weekday, Month xx]

Para participar, vea el cronograma y llame a la hora y número que corresponda a su grupo.

INPUT SESSIONS SCHEDULE

[Weekday, Month xx]

Consultores: [Consultant Names]

Zoom Liga: [link]:

Hora / AM	GRUPO
8:20-8:50 AM	Superintendente
9:00-9:30 AM	Directores, Manejadores, oficina central
9:40-10:10 AM	Clubs (Rotary Kiwanis, etc)
10:20-10:50 AM	Empleados clasificados de la oficina central
11:00-11:30 AM	Padres Líderes de Comités
11:40-12:30 PM	Comité ejecutivo del distrito

Hora / PM	GRUPO
1:00-1:30 PM	Fundación Educativa
1:40-2:10 PM	PTA/PTO
2:20-2:50 PM	Empleados confidenciales
3:00-3:30 PM	Directores y Asistentes Directores de escuela
3:40-4:10 PM	Asociación de Maestros
4:20-4:50 PM	Acociación de empleados clasificados

[Weekday, Month xx]

Consultores: [Consultant Names]

Zoom Liga: [link]:

Hora / AM	GRUPO
8:20-8:50 AM	Oficiales de la ciudad
9:00-9:30 AM	Cámara de comercio
9:40-10:10 AM	Otros Superintendentes de la vecindad
10:20-10:50 AM	Representantes de concilios escolares
11:00-11:30 AM	Líderes de la comunidad
11:40-12:10 PM	Socios comerciales

Hora / PM	GRUPO
1:00-1:30 PM	Grupos de refuerzo
1:40-2:10 PM	Estudiantes representantes
2:20-2:50 PM	Empleados clasificados (grupos generales)
3:00-3:30 PM	Empleados certificados (grupos generales)
3:40-4:10 PM	Grupos DLAC / ELAC
4:20-4:50 PM	

[Weekday, Month xx]

Consultores: [Consultant Names]

Zoom Liga: [link]:

Hora / AM	GRUPO
8:20-8:50 AM	
9:00-9:30 AM	
9:40-10:10 AM	
10:20-10:50 AM	
11:00-11:30 AM	
11:40-12:10 PM	

Hora / PM	GRUPO
1:00-1:30 PM	
1:40-2:10 PM	
2:20-2:50 PM	
3:00-3:30 PM	
3:40-4:10 PM	
4:20-4:50 PM	