MINNESOTA SCHOOL BOARDS ASSOCIATION
EXECUTIVE SEARCH SERVICES

LIMITED SEARCH - $3,900 - MSBA will

1. Conduct an initial planning meeting with the school board to establish the search timeline, discuss hiring criteria and public involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search. *
2. ~~Collect public input through an online qualifications and quantitative data survey (in multiple languages as requested by the district). Results will be summarized for the school board by MSBA.~~
3. ~~Hold Search Preview meetings with district leadership to share information and answer their questions.~~
4. ~~Conduct focus groups and/or listening sessions with a cross-section of district constituencies if requested by the district for an additional fee. Results will be summarized for the school board by MSBA.~~
5. ~~Host an online informational proprietary *Q&A with MSBA* session regarding the superintendent search process, and provide the recording for placement on the district's website. * *~~
6. Develop a professional vacancy announcement and post on both statewide and national job sites.
7. Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Principals, Assistant Principals, and Cabinet Members across the state to advertise the vacancy and share how to apply.
8. Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
9. Screen the applicant pool against the school board's established hiring criteria and leadership profile.
10. ~~Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the school board's hiring criteria and leadership profile as determined by MSBA's screening team.~~
11. ~~Conduct a meeting with the school board for purposes of interview training, developing interview questions, and clarifying interview schedules. * *~~
12. ~~Conduct a meeting with the school board for purposes of presenting candidate recommendations so the school board can select finalists for interviews, and clarifying remaining steps of the search process. * *~~
13. ~~Coordinate with finalists and be present during the first and second rounds of interviews. *~~
14. ~~Prepare a news release for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.~~
15. ~~Facilitate public involvement in the second round of interviews, if requested. *~~
16. ~~Prepare a news release for the district to send to the media, school district staff, and community introducing the new superintendent.~~
17. ~~Assist in developing a transition plan for the new superintendent, if requested.~~
18. ~~Visit the new superintendent during their first year of employment. *~~
19. ~~Facilitate a Transition Workshop to develop goals and/or expectations for the school board and superintendent within six months after the new superintendent begins work in the school district. * *~~

*** Designates in-district meetings, if possible.**

****Designates virtual meetings. However, at the board's request in-district meetings may be substituted for an additional $300 per meeting.**

MINNESOTA SCHOOL BOARDS ASSOCIATION
EXECUTIVE SEARCH SERVICES

FULL SEARCH - $8,400 - MSBA will

1. Conduct an initial planning meeting with the school board to establish the search timeline, discuss hiring criteria and public involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search. *
2. Collect public input through an online qualifications and quantitative data survey (in multiple languages as requested by the district). Results will be summarized for the school board by MSBA.
3. Hold Search Preview meetings with district leadership to share information and answer their questions.
4. Conduct focus groups and/or listening sessions with a cross-section of district constituencies if requested by the district for an additional fee. Results will be summarized for the school board by MSBA.
5. Host an online informational proprietary ***Q&A with MSBA*** session regarding the superintendent search process, and provide the recording for placement on the district's website. * *
6. Develop a professional vacancy announcement and post on both statewide and national job sites.
7. Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Principals, Assistant Principals, and Cabinet Members across the state to advertise the vacancy and share how to apply.
8. Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
9. Screen the applicant pool against the school board's established hiring criteria and leadership profile.
10. Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the school board's hiring criteria and leadership profile as determined by MSBA's screening team.
11. Conduct a meeting with the school board for purposes of interview training, developing interview questions, and clarifying interview schedules. * *
12. Conduct a meeting with the school board for purposes of presenting candidate recommendations so the school board can select finalists for interviews, and clarifying remaining steps of the search process. * *
13. Coordinate with finalists and be present during the first and second rounds of interviews. *
14. Prepare a news release for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.
15. Facilitate public involvement in the second round of interviews, if requested. *
16. Prepare a news release for the district to send to the media, school district staff, and community introducing the new superintendent.
17. Assist in developing a transition plan for the new superintendent, if requested.
18. Visit the new superintendent during their first year of employment. *
19. Facilitate a Transition Workshop to develop goals and/or expectations for the school board and superintendent within six months after the new superintendent begins work in the school district. * *

*** Designates in-district meetings, if possible.**

****Designates virtual meetings. However, at the board's request in-district meetings may be substituted for an additional $300 per meeting.**