



# EXECUTIVE Search Services



OSBA executive search services handle the details so board members can focus on choosing the **best person for the job.**



You, as the board,  
are the client and  
**you** are in charge.

**Oregon School Boards Association** customizes every search to meet the needs of your board and your community. OSBA consultants and staff work alongside your board to facilitate the process, advise and handle the many details of this critical task swiftly and professionally.

Selecting a chief executive officer is the board's **most important job.**

OSBA helps you find the best candidates for the position by providing an experienced, well-informed consultant to guide the board through each step of the search process.

- The responsibilities of the board and the consultant are clearly outlined.
- The consultant keeps the board in compliance with Oregon's Public Meetings Law.
- The board is provided with the necessary training and selection tools.
- The board has the opportunity to review candidate applications, conduct interviews and see candidates in action with their home community and staff members.
- The consultant handles all correspondence with applicants.

Since 1984, OSBA has helped boards hire nearly 500 executives for Oregon school districts, education service districts, community colleges and other agencies. Our executive search services are the most comprehensive, experienced and successful in Oregon.

**We help your board hire not JUST A PERSON, but the RIGHT PERSON.**

## WE OFFER

### A SOLID TRANSITION PROGRAM (6-9 hours)

Because the first year is so critical for setting the tone of professional relationships, OSBA, in conjunction with the Confederation of Oregon School Administrators (COSA), provides a unique collaboration designed to support the superintendent and board. OSBA will meet with you and your new executive to:

- Review your district's vision, mission and goals (strategic plan) with the new board and superintendent team;
- Plan effective communication and PR strategies designed to introduce your new executive to the community;
- Discuss the roles and responsibilities of the board and superintendent;
- Create an effective operating agreement;
- Establish/review the superintendent's performance evaluation system and timeline.

*"We might have thought, once our selection was made, the executive search process was over, but no, it was not. Impressively, it became clear that you wanted the board-superintendent relationship to get off on a good track and were eager to teach us processes to meet that goal. By helping us outline board expectations of the board, by helping us set priorities for the new superintendent's first three months, and by reviewing basic boardsmanship with us, we are on a far firmer footing than we would otherwise have been."*

Pleasant Hill School Board chair

# STEPS IN THE SEARCH PROCESS

## HIRE OSBA TO CONDUCT THE SEARCH

- The board identifies a person to be point-of-contact for the consultant.
- The board passes a motion in a public meeting.

## COMPLY WITH OREGON'S PUBLIC MEETINGS LAW

- OSBA reviews applicable requirements with the board.
- The board must give appropriate notice for all public meetings.

## DEVELOP A SEARCH CALENDAR

- The board adopts a timeline in a public meeting.

## DETERMINE COSTS FOR CONDUCTING THE SEARCH

- Estimate costs for consultant, board, candidates and screening committee, including travel time, mileage, meals, lodging and special requests.

## DETERMINE A PROCESS FOR INTERNAL APPLICANTS

- The board decides whether internal applicants follow the same application process or are guaranteed an interview.
- The board establishes the internal process in a public meeting.

## IDENTIFY THE QUALITIES AND QUALIFICATIONS FOR THE NEW CHIEF EXECUTIVE OFFICER

- The consultant gathers input from staff, community members and the board regarding desired qualities and qualifications, compiles input and reports to the board.
- The board adopts a statement of desired qualities and qualifications.

## PREPARE ELECTRONIC SEARCH FLYER

- The board or its designee provides flyer content.
- We design a high-quality electronic flyer.
- We post the flyer on the OSBA website.

## ANNOUNCE SEARCH PROCESS TO COMMUNITY AND STAFF

- The board announces the position and search calendar through normal board practices.

## ADVERTISE

- We promptly distribute a notice of vacancy to over 40,000 candidates and educational organizations throughout the United States.
- OSBA advertises the vacancy in Oregon and nationally through online publications.

## REVIEW AND DISCUSS CONTRACT

- The board discusses the contract in a public meeting and delegates the responsibility for negotiating a contract to an attorney or board member.

## CONSULTANT RECEIVES APPLICATIONS

- Applications are submitted electronically through the OSBA website.

## SCREEN APPLICATIONS

- The board selects a screening committee to review applications and recommend candidates for interviews, OR the consultant screens applications and provides a list of qualified candidates for the board to consider interviewing.
- If the board selects a screening committee, the consultant trains the committee on applicant screening in a public meeting.

- Screening committee members individually and confidentially review applications and recommend candidates for the board to interview in executive session.

## SELECT APPLICANTS TO INTERVIEW

- The board conducts interviews in executive session.

## SELECT FINALISTS

- The board selects a limited number of finalists in executive session to continue in the process.

## CHECK REFERENCES

- The consultant trains board members to conduct legal and informative reference checks.
- Two or more board members check the references of finalists.

## VISIT FINALISTS' COMMUNITIES

- Two or more board members visit finalists' current places of employment and residence to meet with staff, board and community members.

## SELECT "FIRST CHOICE" CANDIDATE

- Finalists spend a day meeting with staff and community members and visiting each school or campus.
- The board conducts final interviews, if desired (in executive session or public meeting).
- The board selects a "first choice" candidate all board members can support.

## NEGOTIATE CONTRACT

- The board or its designee negotiates the final contract with the "first choice" candidate per previously determined contract parameters.

## ANNOUNCE SELECTION

- The board votes to hire the candidate, signs the contract in a public meeting and announces its selection to the community.

## TRANSITION PROGRAM

- Prior to July 1, the consultant meets with the new superintendent and board to create a transition plan for establishing a solid foundation for this new leadership team. The first 3-6 months will be strategically mapped out to ensure the success for all!

## COSA NEW SUPERINTENDENT ACADEMY

- If the superintendent is new to Oregon and/or a first-time superintendent, the Confederation of Oregon School Administrators (COSA) will support him or her with its mentoring program.



## OUR GUARANTEE

If the board follows the steps outlined in OSBA's search process, including the transition program, but a new chief executive officer is not hired or if the new chief executive officer leaves for any reason within the first two years, OSBA will conduct a new search for the cost of expenses only. Appropriate timing of the new search will be determined by OSBA, with consultation from the board.

# EXECUTIVE SEARCH FEES

- Executive search fees are based on student enrollment.
- Consultant travel time and expenses and reimbursements to candidates or board members are additional.
- If a board conducts its own search, an OSBA consultant can meet with the board to discuss the process; consultant travel time and expenses are the only charges.

## INTERIM EXECUTIVE SEARCH ASSISTANCE

- If it's too late in the year to conduct a full search, OSBA can help boards find an interim executive.
- An OSBA representative will speak with the board to discuss the process and will furnish a list of potential interim candidates, charging only travel time and expenses, if presented in person.
- If the board would like further assistance with the interim process, OSBA charges an hourly fee.
- If OSBA conducts the full search for a new executive the following year, the interim costs incurred will be deducted from the fee for the full search.

### School Districts

10,000+ ADM	Negotiated
6,000-9,999 ADM	\$17,325
3,000-5,999 ADM	\$13,125
1,000-2,999 ADM	\$9,975
301-999 ADM	\$7,625
300 or fewer ADM	\$5,775

### Education Service Districts

30,000+ ADM	\$14,450
10,000-29,999 ADM	\$10,775
Fewer than 10,000 ADM	\$7,100

**“After the extensive hiring process, I believe the board knows more about me than I know myself.”**

New superintendent when asked to tell the school board audience a little about himself

## CONTACT US



### Steve Kelley

Director of Board Development and Executive Searches  
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Steve Kelley joined OSBA's staff in July 2015. He has 35 years of experience in public education, including six recent years as superintendent of the South Umpqua School District. His job experience also includes charter school teaching/administrative duties and a range of district-level responsibilities such as curriculum development, state and federal programs supervision, and human resources. His career includes stops in Florida, Wyoming and New Mexico and the past 16 years in Oregon.

Steve's educational philosophy centers on three key dynamics: ensuring the success of each child; improving the quality of instruction and relationship between teacher and student; and creating a context of collaboration, communication and a strong sense of community. He has incorporated these philosophical ideas as OSBA's director of board development.

Steve earned his bachelor's degree from Flagler College (Florida) in secondary education and his master's degree from the University of South Florida in adult education.



### Sarah Herb

Executive Search and Events Specialist  
503-588-2800 | sherb@osba.org

Sarah Herb came to OSBA in 2016 with a background in vocational education and public service.

She graduated from Oregon State University with degrees in natural resources and watershed management. She was a registrar and acting assistant to the campus president at two vocational colleges, working directly with students to ensure degree completion, as well as planning graduations and other events.

At OSBA, Sarah has assisted with more than 40 superintendent searches and is the event planner for major annual statewide conferences. She believes that the biggest decision a school board makes is picking a superintendent. Through her passion to support and facilitate that process she hopes to help strengthen board-superintendent relations and establish school structures that lift student achievement and break down barriers.



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OSBA is an active member of the National Affiliation of Superintendent Searchers (NASS)