



January 12, 2024

Members of the * Public Schools Board of Trustees
c/o Brian Gallup, Board Chair
briang@bps.k12.mt.us

Dear Members of the Browning Public Schools Board of Trustees:

Thank you for reaching out to MTSBA regarding information on our Administrator Search processes. We would welcome the opportunity to assist the Board through the transition of a search for an administrator and in this regard, wanted to be sure to provide you with detailed information on our Administrator Search Process. As you can see from the information contained below, our search process is designed to provide assistance to the Board every step of the way while ensuring that the Board makes all of the decisions along the way.

We have over 45 years of collective experience devoted to assisting Montana K-12 public schools with their administrator search process. We are well-versed in Montana school law, Montana statutes and administrative rules applicable to the necessary qualifications of Montana superintendents as well as laws, rules and regulations that are applicable to the employment of Montana Administrators and open meeting laws as they pertain to the hiring process. We also assist the Board in promoting your District to potential candidates on a statewide and national basis. In summary, the level, quality, and value of MTSBA's Administrator Search Services are unmatched.

The following sets forth the components of the service we offer:

MTSBA'S SUPERINTENDENT SEARCH SERVICES

Step 1 Gathering Information on Specific Needs of District and Promotion of your District and your community

The MTSBA consultants will work with the District to develop the advertisement for the position. As part of this process, we develop a customized brochure promoting the positive attributes of your District and your community.

Montana School Boards Association
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Lance L. Melton, Executive Director

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- Step 2 Advertise the Position
MTSBA will advertise the position in the appropriate venues in-state and nationally for the length of time determined by the Board. MTSBA's application materials, which have undergone extensive legal review, will be utilized for the process.
- Step 3 Collection of Applications
MTSBA will collect application materials, prepare a matrix of applicants' qualifications, and prepare application packets for the Board's screening process. MTSBA consultant will attend and guide the Board through the screening process.
- Step 4 Online Survey/Focus Groups (Board Choice)
In order to solicit input from district staff, parents, students, and the community about the qualities they would like in a superintendent, MTSBA will provide the district with the following options:
- Option 1--MTSBA will develop an online survey link unique to the District, which may be posted on the district website, published in the local paper, or made readily available in another manner (Option 1 is included in the full search contract).
- Option 2--MTSBA consultant will facilitate focus groups in the District with various stakeholders (Option 2 is available to the district for an additional half day or full day charge, plus expenses).
- Option 3- MTSBA consultant will assist the District with a combination of Option 1 and Option 2 (Option 3 is available to the district for an additional half day or full day charge, plus expenses).
- Step 5 Screening of Candidates
MTSBA consultant will provide all applications to the Board for screening and will guide the Board through the screening process.
- MTSBA will share the results of either the online survey or focus group sessions with the Board prior to screening.
- MTSBA will provide a list of sample interview questions and assist the Board in selection or development of interview questions.
- MTSBA will coordinate the interview schedule and the candidate's visits to the community in conjunction with the District contact person.
- Step 6 Post-Screening; Logistics for Interviews
MTSBA consultant will contact finalists to secure interviews.
- MTSBA will assist finalists with travel arrangements.
- MTSBA consultant will develop a press release on the finalists selected by the Board.

- Step 7 Employment Reference Checks
MTSBA consultant will conduct comprehensive employment reference checks on up to four (4) finalists prior to the interviews.
- Step 8 Fingerprint and Criminal Background Checks
MTSBA will process and collect criminal background checks on finalist(s) selected by the District at the District's request. *(Note: this is an additional option fee service and the District must sign the Addendum to Superintendent Search Contract.)*
- Step 9 Interview Candidates
MTSBA consultant will attend the candidate interviews and will guide the Board through the interview process.

After interviews, MTSBA consultant will provide the Board with a reference summary report of the finalists' comprehensive employment reference checks.
- Step 10 Offer and Negotiation of Contract
MTSBA consultant will contact and officially offer the position to the successful candidate, conveying all terms of the Board's motion.

MTSBA consultant will negotiate the terms of an employment contract, in conjunction with the appointed district contact person.

MTSBA legal staff will prepare a administrator contract to ensure it meets legal standards and reflects the employment terms agreed upon between the Board and the successful candidate.

MTSBA will contact candidates not selected on behalf of the Board.
- Step 11 Getting off on the Right Foot
MTSBA will discuss with the Board the development of a meaningful administrator evaluation.

MTSBA FEE SCHEDULE:

The fee for our Full Search Process is \$7,000 + expenses. Included in this fee structure are up to three (3) consultations with your District/Board by the MTSBA Consultant(s). This typically includes meeting with the Board to discuss details relating to the advertisement, participating in the screening process, and assisting the Board with the interviews of finalists.

Postage and copying fees will only be assessed when excessive. Additional consultations at the request of the District will be charged in accordance with MTSBA's fee structure at \$750 for a half day or \$1,500 for a full day. In-depth reference checks beyond the four finalists included in the contract for services are charged at \$500 per reference check.

MTSBA's Administrator Search Process is a great value for any District. As a member benefit, we offer this service at significantly reduced rates that are designed to save trustees a significant amount of time and money (estimated to be in the \$20,000-\$30,000 range). Our Administrator

Search Services is designed to assist the Board throughout each phase of the search. This allows the Board to focus on deliberations and decisions in the selection of finalists and ultimately choosing the best candidate to lead the District.

Again, we welcome the opportunity to assist your District with its search for an administrator. If you desire, I can be available during your meeting(s) to answer any questions about our processes. In the meantime, please do not hesitate to contact me if you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Debra A. Silk". The signature is fluid and cursive, with a large initial "D" and "S".

Debra A. Silk
Associate Executive Director / General Counsel
Montana School Boards Association