



April 24, 2017

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Dear Wendy and the Browning Board of Trustees:

On behalf of MTSBA, we appreciate the opportunity to provide the Board with information relating to our Superintendent Search Process. As you can see from the information contained below, we offer a full search process where we provide assistance to the District every step of the way. We also offer a partial search process that provides the District with services on a limited basis. The District can choose the level of service that best meets your needs.

We have over 45 years of collective experience devoted to assisting Montana K-12 public schools with their superintendent 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 Superintendents. We also assist the Board in promoting your District to potential candidates on a statewide and national basis.

The following sets forth the components of the two services we offer:

### **MTSBA'S FULL SUPERINTENDENT SEARCH SERVICES**

- Step 1      Gathering Information on Specific Needs of District  
The MTSBA consultant will work with the District to develop the advertisement for the opening, including establishing a salary range.
- Step 2      Advertise the Position  
MTSBA will advertise the position in the appropriate venues, as agreed upon by the Board, and 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 Candidates

MTSBA consultant will bring all applications to the Board screening and guide the Board through the screening process.

MTSBA will share the results of either the online survey or Focus Group sessions with the Board at this time.

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 and send to the local newspaper.

Step 7 Reference Checks

MTSBA consultant will conduct comprehensive employment reference checks for up to four 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.  
  
At the conclusion of 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 and finalize the contract, in conjunction with the appointed district contact person.  
  
MTSBA legal staff will review the current Superintendent contract, to ensure it meets legal standards.  
  
MTSBA will contact candidates not selected by the Board.
- Step 11     Getting off on the Right Foot  
MTSBA will discuss with the Board the development of a meaningful Superintendent evaluation.

## **MTSBA'S PARTIAL SUPERINTENDENT SEARCH SERVICES**

- Step 1      Advertise the Position  
MTSBA will advertise the position in the appropriate venues, as agreed upon by the Board, and 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 2      Collection of Applications  
MTSBA will collect application materials, prepare a matrix of applicants' qualifications, and prepare application packets for the Board's screening process.

Step 3

Reference Checks

MTSBA consultant will conduct comprehensive employment reference checks for up to four finalists prior to the interviews. MTSBA consultant may make one visit to the District, to provide a reference summary report of the reference checks.

Based upon our experience, the approximate timeframe from the start of the process through execution of a contract is around 10 weeks, though this timeline may be shorter, depending on the District's needs.

**MTSBA FEE SCHEDULE:**

The fee for our Full Search Process is \$5,500 + expenses. Included in this fee structure are up to 3 visits to your District by the MTSBA Consultant(s).

The fee for our Partial Search Process is \$3,500 + expenses. Included in this fee structure is 1 visit to your District by the MTSBA Consultant(s).

Expenses typically include mileage and lodging. Postage and copying fees will only be assessed when excessive. Additional days (visits) 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 Superintendent Search Process is a great value for any District. Our services are designed to save trustees a significant amount of time. With our full-service search process, we 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, thank you for considering MTSBA for your superintendent search services. If you desire, an MTSBA consultant can be available during your meeting to answer any questions about our processes. In the meantime, please do not hesitate to contact me if you have questions.

Sincerely,



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