

## **MEMORANDUM OF UNDERSTANDING**

The purpose of this Memorandum of Understanding (MOU) is to define the agreement between the Idaho School Boards Association (hereinafter ISBA) and Minidoka County School District (hereinafter District). This MOU applies to the specific services related to the superintendent search to be delivered from ISBA to the District and does not relate to any other service, benefit or program offered by ISBA to its membership districts.

### **A. General Information:**

1. The District will work collaboratively with ISBA to provide ISBA with information needed to successfully complete the superintendent search.
2. This agreement may be modified at any time by the mutual written agreement of both parties.

### **B. Services To Be Provided:**

1. The District has secured ISBA for services related to succession planning / superintendent search which includes the following:
  - a) ISBA will work with the District to establish a timeline agreeable to both parties.
  - b) ISBA will work with the District to prepare a survey to community, staff, and students regarding desired qualifications and characteristics of the next Superintendent.
  - c) ISBA will work with the District to determine the key qualifications of the next Superintendent. This will include discussion of the District's vision, mission, strategic plan, as well as what the Board's criteria is for the next Superintendent.
  - d) ISBA will use the application form created by the District as it promotes the superintendent position.
  - e) ISBA will prepare a professionally designed announcement brochure and provide it to the District for its review and any requested changes. Once the brochure has been approved by the District, ISBA will prepare the brochure for printing and circulation. ISBA will mail and/or email the announcement brochure to superintendents the following states: Idaho, Utah, Nevada, Montana, Washington, Wyoming, Arizona, Minnesota, Colorado, Alaska, California, Oklahoma, Nebraska, New Mexico, Texas, and Oregon. Additionally, ISBA will electronically disseminate the announcement to multiple sources including, but not limited to,

principals throughout Idaho, the National Association of Superintendent Searchers and the National School Boards Association. ISBA will disseminate the announcement via the ISBA Job Center, ISBA website, colleges and universities, job websites, and any other resources it has that would be appropriate for this announcement.

- f) ISBA will maintain contact with all candidates throughout the process by answering questions, providing timeline information, informing those who are not moving forward in the process, as well inform those who are selected to move forward.
- g) ISBA will complete a thorough review of every application, ensure packets are complete, confirm certifications, assist the Board as they review the application packets, and assist the Board in determining the top candidates to move forward with reference checks and interviews.
- h) ISBA will provide the Board with training on reference check protocol. Further, ISBA will assist with conducting reference checks of the top candidates.
- i) ISBA will assist the Board in planning and completing a community forum wherein community, staff, students, etc. can meet the finalists.
- j) ISBA will work with the Board to develop custom interview questions. Additionally, ISBA will provide the Board with training on interview protocol. ISBA will schedule interviews with the top candidates as selected by the Board.
- k) ISBA will be on-site during the application presentation, community meeting and greet with finalists, and the interviews with finalists. ISBA can be on-site or available via electronic means for the reference check review or any other meetings as the Board requests. ISBA will assist the Board throughout the process.

C. Fees and Costs:

1. The fee for the services indicated above is \$8,500. The District will pay a first installment of \$4,250 upon signing of this MOU and the remaining amount \$4,250 upon completion of the superintendent search.
2. As requested by the Board, ISBA can be on-site for meetings, interviews, etc. While there is not an additional cost for this, the District does agree to pay travel costs such as mileage or rental car, meals, hotel as needed. The hourly travel fee is waived and will not be charged.
3. Some districts request ISBA to post the position opening in a newspaper, magazine, or online source. Should the Board request this type of paid advertisement, the District agrees to reimburse ISBA for the cost of the advertisement.

In WITNESS WHEREAS, the parties hereto have executed this MOU as of the date listed below:

On behalf of ISBA:

On behalf of the District:

\_\_\_\_\_  
Name: Misty Swanson

Title: Chief Deputy

Date: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_