

Corbett School District
Superintendent Search 2025-26
October 2, 2025

Proposal

OREGON SCHOOL BOARDS ASSOCIATION



October 2, 2025

Leah Fredricks
Superintendent Search Committee
Corbett School District
35800 E Historic Columbia River Highway
Corbett, OR 97019

Re: Executive Search – 2025-26

Dear Ms. Fredricks and the Board of Directors,

We are excited to submit this proposal to support your Executive Search, with the new leader set to begin by July 1, 2026. Our team at OSBA is dedicated to crafting a process that meets the unique needs of the Sutherlin School District, ensuring an efficient and personalized approach that puts your students and community first. We're here for you every step of the way. [Jenn Nelson](#) will be lead consultant for your search, but the full OSBA team will be engaged from start to finish. Our collaborative approach ensures the benefit of each team member's expertise in finding the right leader for your district and students. At OSBA, we believe in three core principles when it comes to executive searches:

Relationships

We understand that strong relationships are the foundation of a successful search. Through thoughtful engagement with the Board, staff, and community, we collaborate to identify what qualities your district needs most in its next leader. Our priority is to build trust, ensure open communication, and uphold candidate confidentiality throughout the process. OSBA doesn't just consult; we partner with you to find the right executive for your district and help the team transition to new leadership.

Recruiting

Unlike traditional search firms, we do not maintain a list of preferred candidates. Instead, we carefully craft the position announcement and marketing materials to attract a broad, diverse applicant pool from across the nation. Our communication channels—direct emails, social media, and job boards—are designed to reach top talent, with a focus on Western U.S. recruitment while maintaining national outreach. We actively seek candidates that align with your district's needs, ensuring you receive a deep pool of highly qualified applicants.

Results

In the last few years, we've seen applicant pools ranging from 10 to 20 candidates for each search. We present all qualified applications to the Board for review, providing full transparency throughout the process. Should we need to expand the search, we continue working diligently until the right candidate is found. Our goal is to find the best leader possible for your students and community.

Based on the scope of work anticipated for this search, the [Base Fee](#) price for a full-service Consultant supervised search, as described in the Search Overview later in this Proposal, is \$12,690, which includes a standard package of advertising and up to 6 hours of professional development for the Board and new Executive. Reimbursable expenses incurred by the Consultants are additional, typically including travel, lodging, and meals.

We want to help find a difference-maker for your District. We can answer questions about an executive search and this Proposal specifically. For additional information, please do not hesitate to ask.

Best Regards,



Vincent Adams

Board Development Specialist | Executive Search Coordinator
Oregon School Boards Association
471-446-0904

Search Process Overview

All searches conducted by the Oregon School Boards Association are customizable to meet the needs of the District, and a specific calendar is developed in the Planning Phase to fit the District's schedule. For illustration purposes, a “sample” search might include the following components and a projected general timetable that positions the District in the candidate market at the time needed for optimal exposure to prospective candidates.

1. **Planning & Community Engagement** (October/November, 2025)
 - Meet with the board and key stakeholders to develop a timeline for the search.
 - Gather input from staff, students, and community members via surveys and meetings.
 - Establish candidate qualifications and salary range in consultation with the board.
 - Present candidate criteria to the board for final approval and adopt the search calendar.
 2. **Organization & Profile Development** (December, 2025)
 - Identify advertising/posting strategies and finalize application requirements.
 - Analyze feedback to build a candidate profile that reflects district priorities and goals.
 3. **Recruitment & Marketing** (December, 2025/January, 2026)
 - Post the vacancy on regional and national platforms, including direct emails and social media.
 - Focus marketing efforts on the Western U.S. while ensuring a national reach.
 - Provide ongoing updates to the board regarding the applicant pool and search progress.
 4. **Screening & Interviews** (February/March, 2026)
 - Facilitate board training on conducting interviews and evaluating candidates.
 - Guide the board and screening committee through reviewing applications and selecting interview candidates.
 - Maintain confidentiality throughout the review process to protect candidates.
 - Organizing and facilitate board in conducting initial interviews.
 5. **Final Selection & Transition** (April | July – September, 2026)
 - Assist board and district staff in planning finalist process and reference checks.
 - In-person coordination of the finalist process in the community.
 - Coach the board through contract negotiations.
 - Assist with the announcement of the new superintendent.
 - Provide follow-up support, training, and coaching to help the new superintendent integrate effectively with the board and community.
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Frequently Asked Questions

1. What are the key elements in your process?

Answer:

Key elements of our search process include:

- **Flexibility:** Each search is tailored to meet the specific needs of your district, allowing adjustments to maximize resources.
- **Stakeholder Involvement:** We ensure meaningful engagement with community members, staff, and students to inform the search criteria.
- **Board Involvement:** The Board is kept informed and engaged at every step, ensuring transparency and collaboration.
- **Candidate Confidentiality:** Maintaining strict confidentiality during the search is a priority, particularly for sitting executives.
- **Customized Search Strategy:** We do not maintain a list of pre-selected candidates. Instead, we carefully craft the position announcement to attract a diverse and qualified applicant pool.
- **Commitment:** We stay with the search until we find the right fit for your district, ensuring a thorough and successful outcome.

2. How is your process different than other executive search firms?

Answer:

While many search processes may seem similar at a high level, OSBA offers a personalized and hands-on approach:

- **Local Focus, National Reach:** We prioritize the needs of Oregon school districts while utilizing national marketing channels to attract a broad and diverse pool of candidates.
- **Collaboration Over Volume:** We are not a high-volume firm; instead, we focus on delivering personalized service to find the best candidate for your district's unique needs.
- **Tailored Approach:** Our goal is not just to place a new superintendent but to help you find a leader who fits your district and its values. We customize each search to ensure alignment with your goals and community.

3. Do you prepare and mail a print brochure advertising the vacancy?

Answer:

In today's digital landscape, printed brochures are no longer a common practice. Instead, we create professional, visually appealing electronic brochures that highlight the district, community, and position. These brochures are distributed via email and shared on online platforms, ensuring they reach a broad audience. If requested, we can provide a printed version, but in recent years, no candidates have requested mailed brochures.

4. Describe the role of the School Board in the screening/selection process.

Answer:

The Board plays a central role in the selection process. While we guide and support the process, the Board ultimately decides who to interview and hire. We encourage the Board to involve a screening committee, typically consisting of administrators, staff, and community representatives. This ensures diverse perspectives during the screening phase. The Board is trained in application review and interviewing to ensure informed decision-making. While screening committee members may observe interviews, the final decision rests with the Board.

5. How do you recruit quality candidates for the position?

Answer:

Recruitment is an integral part of the planning process for every search. We advertise vacancies regionally and nationally through:

- Job postings on regional and national websites, including platforms that target diverse candidate pools.
- Direct email notifications to over 40,000 educators, including superintendents, administrators, and education faculty across the Western U.S. and beyond.
- Targeted social media marketing with a national reach, which has helped us attract deep and diverse applicant pools.
- We do not maintain a pre-selected list of candidates. Instead, we rely on a carefully crafted position announcement and marketing strategy to draw a wide range of qualified candidates who align with your district's needs.

6. What involvement will District staff have in the search process? How much time will this take away from their other duties?

Answer:

The search process requires minimal time from district staff. Most of the work is handled by the board, OSBA consultants, and the board secretary. However, staff may be involved in certain key areas:

- Coordinating communication and marketing strategies for the position.
- Participating in focus groups or interviews to provide input on desired qualities and qualifications.
- Serving on the screening committee or observing candidate interviews.
- Accompanying finalists during a "day in the district."
- Overall, the majority of the process remains off-site and confidential, ensuring minimal disruption to staff while maintaining a smooth and efficient search process.

7. What items are usually included in "costs and expenses" related to the search?

Answer:

Costs and expenses for a search depend on factors such as the scope of advertising and the geographic location of candidates.

Typically, districts can expect to spend no more than half of the search fee on additional costs, ranging between \$3,000 and \$4,500. However, since the pandemic, we've shifted much of the search process to virtual engagement, which has significantly reduced many traditional costs. The only in-person expenses typically occur during the finalist phase, when candidates are invited to the district. Common expenses include:

- Advertising and posting fees for the vacancy.
- Travel expenses (mileage, meals, lodging) for the consultant during the finalist phase.
- Transportation and lodging costs for interview candidates during the finalist stage.

8. How will our community and staff be involved in the search?

Answer:

Community and staff involvement is critical to a successful superintendent search. We ensure broad participation through:

- **Surveys:** Our primary method of gathering input is through online surveys, allowing staff, students, and community members to provide feedback on the desired qualities of the next superintendent at their convenience.
- **Meetings and Focus Groups:** If further input is needed or requested, we can organize meetings or focus groups to provide an additional opportunity for more in-depth discussions.
- **Reporting:** Feedback from surveys and any meetings is compiled into a report that is shared with the board to inform the search process.
- **Observation and Interaction:** Community members and staff may be involved in the screening process by observing interviews or serving on the screening committee. During the finalist phase, stakeholders will have the opportunity to interact with candidates during a “day in the district.”

9. How do you use technology and social media to aid in the search?

Answer:

We fully leverage technology and social media to maximize the reach and effectiveness of the search process:

- **Online Job Postings:** We advertise vacancies on major job boards and websites, ensuring regional and national visibility.
 - **E-Marketing:** We use direct email campaigns to notify over 40,000 education professionals, including superintendents, administrators, and education faculty.
 - **Social Media:** Our targeted social media marketing extends the reach of the position announcement, allowing us to engage a broader and more diverse audience.
 - **Surveys and Online Tools:** We use online surveys to gather input from staff, students, and the community, making the search process more inclusive and accessible.
 - **Virtual Engagement:** Since the pandemic, we’ve streamlined the process to conduct much of the search work virtually, reducing costs and providing convenience for both candidates and the district.
 - While we embrace technology to increase efficiency, we also remain flexible, offering traditional methods for candidates and boards as needed.
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Vince Adams

Executive Search Consultant

Vincent Adams brings a wealth of leadership experience to OSBA, having joined the organization in April 2020 after serving on the Corvallis School Board since 2013. His diverse career includes distinguished service in the U.S. Navy, emergency medical services, and business management. Before joining OSBA, Vince was the director of the Rural Communities Explorer at Oregon State University, a program that equips Oregon's communities with vital demographic, economic, and social data to drive informed decisions.

In his roles, Vince has worked extensively with local government officials, nonprofit leaders, and community members, guiding them through data-informed decision-making processes. As a faculty search advocate at OSU, he played a pivotal role in fostering inclusive, effective hiring practices. Vince's combination of strategic insight, a collaborative approach, and hands-on hiring expertise ensures that he brings a proven track record of success to OSBA's executive search services. His approachable demeanor and years of experience provide clients with confidence that their leadership needs will be met with professionalism and care.

Education

Oregon State University — Honors Bachelor of Environmental Science, 2007

Oregon State University — Master of Public Policy, 2010

Education Employment

2020-present	Board Development Specialist – OSBA
2010-2020	Program Director – Oregon State University

Community Service

2023-present	Board Secretary – Centers Against Rape and Domestic Violence
2022-present	Board Chair – Oregon Coast School of Art
2018-present	Tripartite Board Chair – Community Service Consortium
2013-2023	School Board Member – Corvallis School District
2018-2019	Board Member – Corvallis Housing First
2013-2016	Board Member – Central Willamette Credit Union

Awards & Honors

Extension Directors Coin for Excellence and Innovation
Navy Achievement Medal



Jennifer Nelson

Executive Search Consultant

Jenn Nelson joined OSBA in April 2022 as the senior board development administrative assistant, bringing a deep well of experience in board governance, local government operations, and policy development. She was promoted to board development specialist and executive search consultant in July 2024. Her career began as an executive assistant and municipal clerk for the cities of Newberg and Carlton, where she honed her expertise in government procedures before transitioning to the educational sector. Jenn's roles as a substitute teacher and special education assistant provided her with valuable insights into school operations, which she carried into her next position as secretary to the board of directors at Newberg Public Schools.

As a key member of OSBA's executive search team, Jenn has been instrumental in analyzing community input, coordinating search marketing, and consulting with districts. Her attention to detail and innovative approach to superintendent searches ensures a comprehensive and effective process for school boards. With two decades of experience working with boards to hire chief executive officers and supporting those relationships as board clerks, she is a skilled hiring manager and facilitator.

With a strong belief in the critical role that board secretaries and assistants play in supporting effective governance, Jenn is dedicated to empowering administrative professionals in their work with Oregon's school boards. She is passionate about enhancing their contributions through professional development, shared best practices, and creating statewide networking opportunities.

Education

Northwest Clerks Institute/International Institute of Municipal Clerks – Certified Municipal Clerk (CMC), 2014

Arizona State University – Bachelor of Arts, English Literature, 2002

Gettysburg College – Undergraduate coursework, Theater and Visual Arts, 1997-1999

Education Employment

2022 – Present	Board Development Specialist/Senior Administrative Assistant, OSBA
2021 - 2022	Administrative Asst. & Board of Directors Secretary, Newberg Public Schools 29J
2019 - 2021	Educational Assistant IV SPED, Newberg Public Schools 29J

Local Government Employment

2014 - 2019	City Recorder/Elections Officer/HR Manager/City Manager Asst., City of Carlton
2006 - 2014	Deputy City Recorder/Assistant to the City Manager & Mayor, City of Newberg
2004 - 2006	Ops & Incident Manager/Certified Investigator, Susquehanna Developmental Services

Community Service

2024 – present	Member – Chehalem Valley Middle School Parent Group
2019 – 2021	Board Member/Secretary – Antonia Crater Elementary Parent Teacher Group
2010 – present	Volunteer – Newberg Public Schools
2013 – 2017	Volunteer – Girl Scouts of America



Kevin Noreen

Executive Search Consultant

Kevin Noreen is a distinguished executive search consultant with a focused mission to guide organizations in identifying and securing top-tier talent. His extensive experience, highlighted by over a decade of HR leadership in various school districts and a notable tenure on the Sherwood School District Board of Directors, positions him as a trusted advisor in the executive search domain. Holding a Juris Doctor from Seattle University School of Law and certified as a Gallup Strengths Coach, Kevin's approach is deeply informed by a comprehensive understanding of organizational dynamics and the critical importance of strategic talent placement.

At the heart of Kevin's practice is a commitment to excellence and a nuanced strategy for executive search. He recognizes untapped potential and aligns exceptional individuals with roles that demand their specific skill sets and leadership capabilities. While his background significantly emphasizes leadership development, his primary focus is executing meticulous search processes that ensure organizations benefit from skilled and effective leaders who embody professionalism and respect. Through his targeted and principled approach, Kevin endeavors to transform the leadership landscape of organizations, making a lasting impact on their success and culture.

Education

Lewis & Clark College — Bachelor of Communications, 1990

Seattle University School of Law — Juris Doctor, 1995

Education Employment

2023-present	Owner, Kevin Noreen Consulting
2015-2023	Director of Human Resources, Forest Grove School District
2012-2015	Director of Human Resources, Hood River County School District

Community Service

2022-present	Sherwood Rotary Club
2023 - present	Treasurer, International Skiing Fellowship of Rotarians
2017-2022	Forest Grove Daybreak Rotary Club
2003-2012	School Board Member – Sherwood School District



References

Butte Falls SD – 2025

Katie Misfeldt, Board Chair – katie.misfeldt@buttefalls.k12.or.us; 541-890-3189

Dufur SD – 2025

Tim Fain, Board Chair – tim4dsd2@gmail.com; 503-310-2601

Mount Angel SD – 2025

Andrea Pfau, Board Chair – andrea.pfau@masd91.org; 503-871-7740

Coos Bay SD – 2024

Kim Brick, Former Board Chair – kimbr@coos-bay.k12.or.us; 541-297-4428

Alsea SD – 2023

Risteen Follett, Board Chair – risteen.follett@alsea.k12.or.us; 541-740-6037

Neah-Kah-Nie SD – 2023

Sandy Tyerer, Former Board Chair – sandrat@nknsd.org; 847-302-2699



Search History

2025

- Butte Falls SD
- City View Charter
- Dufur SD
- Mount Angel SD
- Paisley SD (interim)
- Southern Oregon ESD

2024

- Alliance Charter Academy
- Cannon Beach Academy
- Coos Bay SD
- Hood River SD
- South Umpqua SD
- Sherwood SD
- St. Paul SD
- Wallowa SD

2023

- Arco Iris Spanish Immersion School
- Banks SD
- Condon SD
- Coos Bay SD
- Coquille SD
- Corbett SD
- Dayville SD
- Imbler SD
- Morrow County SD
- North Santiam SD
- Oakland SD
- Vernonia SD
- Woodburn SD

2022

- Bandon SD
- Central Curry SD
- Crow-Applegate-Lorane SD
- Dayville SD
- Lone SD
- Junction City SD
- Mt. Angel SD
- Sweet Home SD
- Yamhill-Carlton SD
- Colton SD (interim)
- Enterprise SD (interim)
- Falls City SD (interim)
- South Coast ESD (interim)
- Spray SD (interim)
- Woodburn SD (interim)

2021

All jointly with NextUp Leadership

- Arlington SD
 - Blachly SD
 - Brookings-Harbor SD
 - Dayton SD
 - Eagle Point SD
 - Knappa SD
 - Lake County SD
 - Marcola SD
 - Pilot Rock SD
 - Sheridan SD
 - Silver Falls SD
 - South Lane SD
 - Corbett SD (interim)
 - Philomath SD (interim)
 - Rainier SD (interim)
 - Yamhill-Carlton SD (interim)
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Sample Search Contract for Services

PARTIES: **Oregon School Boards Association (OSBA) ("Contractor")**
An Oregon Non-Profit Corporation
1201 Court St., NE, Suite 400
Salem, Oregon 97301

Example School District ("District")
Example School District
1234 Anywhere Ave
Sometown, Oregon 97123

1. **Services.** Contractor agrees to provide Executive Search professional services to the District.
2. **Scope of Work.** The scope of the services provided by Contractor will include search consulting, facilitating, recruiting and transition services associated with an executive search with the position beginning work on <insert date>, including:
 - Attending meetings with the Board, staff, students, and community groups as necessary to carry out the search plan.
 - Working with the District leadership to establish a search calendar, facilitate meetings with Board, staff, students and community members to establish candidate qualities and qualifications, and establish a process to be used by any in-district candidates.
 - Preparing and distributing search forms and promotional material needed for collecting applications and advertising the vacancy both within the State of Oregon as well as regionally and nationally as agreed with the District.
 - Advertising services include promotion fees and clerical support services to prepare, market and monitor one initial marketing campaign to open the search and one follow-up reminder campaign before the application closing date. Additional marketing campaigns for deadline extensions, preliminary vacancy notices, or other reasons will be considered additional advertising costs.
 - Managing candidate applications and information; assist with screening applications; assist with organizing interviews; provide Board members with guidelines for interviews and reference checks; conduct reference checks at the Board's request; organizing site visits when requested; and keeping applicants informed of their status during the search process.
 - Conducting a series of board/ executive workshops (up to 6 hours of professional development conducted by OSBA) to create and execute a Transition Plan for establishing a solid foundation for the new leadership team over the first six (6) months of the new executive's contract.
3. **Term.** The term of this Agreement shall begin on _____, and continue until:

☒ completion of Scope of Work outlined above ☐ ending date of _____
4. **Base Fee for Services.** District will pay a base fee for Contractor services as follows:
X \$example

☐ hourly rate of \$200/hr. for professional time
☐ hourly rate of \$57/hr. clerical support services
5. **Expenses.** District will reimburse Contractor for Contractor's expenses incurred while providing services on the basis of actual expenses incurred including:

☐ mileage (at the fed. rate)

☐ meals

☐ lodging

☐ photocopying, supplies, printing,

- postage and shipping costs
- ☐ travel time (\$100 per hour)
- ☐ ground transportation (rental car)

☐ advertising/posting fees beyond base package agreed by District.

6. **Terms for Payment.** OSBA will provide fiscal services for the performance of this Agreement. District agrees to pay billings within 30 days after invoice on the following schedule:
 - One-half of the Base Fee (\$<amount>) upon execution of this agreement.
 - All applicable expenses incurred in Section 5 above will be invoiced monthly as accrued.
 - The remaining one-half of the Base Fee (\$<amount>) plus all applicable expenses incurred in Section 5 above will be invoiced upon board approval of the new executive's contract.
7. **Independent Contractor Status.**
 - A. Contractor is an independent contractor. This Agreement shall not be construed to establish an employer-employee relationship between the District and the Contractor, including subcontractors or employees thereof. Contractor is free to contract with other parties on other matters. Contractor will not receive any benefits normally accruing to District employees unless required by applicable law.
 - B. The manner of providing these services are under sole control of Contractor, including providing all tools and equipment necessary for the performance of these services. The services provided must, however, meet the general approval of the District and shall be subject to the District's general right of inspection and supervision in order to secure satisfactory performance.
 - C. Contractor, in carrying out the services provided under this Agreement, is not an employee of District, and as such accept full responsibility for any taxes or other obligations associated with payment for services under this Agreement.
 - D. None of the services covered by this Agreement shall be subcontracted without prior written consent of the District. Contractor shall be fully responsible to the District for all acts and omissions of any subcontractor, employee, agent or servant, whether employed directly or indirectly by Contractor. Steve Kelley and Sarah Herb may provide primary consulting services to District for this search.
8. **Worker's Compensation.** Contractor shall comply with state worker's compensation law for all employees who work under the terms of this Agreement. If Contractor hires employees, they shall provide District with certification of Workers' Compensation Insurance, with employee's liability in the minimum of \$100,000 upon request by District.
9. **Termination of Agreement.** This Agreement may be terminated under the following conditions:
 - A. By written mutual agreement of all parties and may be immediate.
 - B. Upon ten (10) calendar days written notice by any party to the other.
 - C. Immediately on material breach of contract.
 - D. Upon expiration of the term specified above.

If this Agreement is terminated prior to the expiration date, District shall pay Contractor for services provided prior to the termination.

Force Majeure. Neither Example School District nor Contractor shall be responsible for delay, default, or termination of contract caused by any contingency beyond their control, including, but not limited to war or insurrection (whether declared or not); plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including, but not limited to quarantine or other restrictions as directed by state or federal government; compliance with any law or governmental order, rule, regulation or direction; strikes or lockouts by the Parties' own employees; walkouts by the Parties' own employees; fires; natural calamities; riots; or requirements of governmental agencies.

Defense, Indemnity, and Insurance Provision. Subject to any and all limitations, exclusions, and notice requirements of the Oregon Tort claims Act (ORS 30.260 through 30.300) and the constitution of the State of Oregon, each party shall be responsible for their own acts and those of its officers, employees, or agents. The parties agree that they will hold harmless, waive, release, indemnify, defend, and discharge each other from all liability and claims arising from each party's own acts and omissions. The parties agree to this defense and indemnification to the fullest extent allowed by law, which

includes liability and claims arising from negligent acts or omissions. Each party agrees to have adequate general liability coverage to cover any tort claim that could arise from this agreement including coverage for sexual molestation and injuries to the head and brain.

Choice of Law Provision. This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon.

10. **Standard of Services.** Contractor agrees to perform services with a standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that Contractor must perform the services based in part on information furnished by District and that Contractor shall be entitled to rely on such information. Contractor agrees that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement. District agrees not to take any action which will adversely interfere with Contractor’s ability to perform to this standard.

11. **Guarantee.** Provided the District follows the steps outlined in the search process proposed by Contractor and engages in good faith attempts to recruit and retain a new chief executive officer, but one is not hired, or if the new chief executive officer leaves for any reason prior to completing one (1) year of service from the date of contract signing and the District has followed the transition plan proposed by Contractor within six (6) months of executive’s start date or December 31 of the calendar year of hire, whichever comes first, Contractor will waive the base fee for one new search process. Additional travel, marketing fees, and clerical support cost, and incidental expenses may apply. The original search must also be conducted during the typical peak period and begin before February 28 of the hiring year without an expedited calendar for search services process. OSBA must be notified if Guarantee search services will be needed by October 30 and the search application window must begin by January of the immediate school year following the end of contract of executive.

12. **Written Notice.** Any notice of termination or other communication having a material effect on the performance of this Agreement shall be served by U.S. Mail or by confirmed e-mail delivery on the signatories listed below at the addresses listed above.

It is agreed. Date: _____

OREGON SCHOOL BOARDS ASSOCIATION (Contractor)

Kristen Miles, Director of Board Development and Executive Searches

It is agreed. Date: _____

EXAMPLE SCHOOL DISTRICT (District)
