Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 8, 2024

Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignations ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other: MTSBA Agreement

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

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Date: 2/5/24

To: Corrina Guardipee-Hall **From:** Bev Sinclair
Superintendent of Schools **Title:** Director of Human Resources

Subject: MTSBA Superintendent Search Service Agreement 2024

Description: MTSBA Agreement for Superintendent Search services include:
1. Up to four (4) consultations with the Board. Consultations constitute any in-person visit or participation in a meeting with the Board by the consultant(s) for the purposes of assisting the district, including, but not limited to, the initial consultation with the Board to discuss process and timelines, assisting the Board in screening applications, conducting focus groups, and assisting the District with interviews.
2. Assist in development of timelines.
3. Provide a model assessment/survey form to be used by community members, parents, classified staff, support staff, administration and students.
4. Utilization of the Association's model application materials.
5. Design advertisement and recruitment materials.
6. Advertise position.
7. Provide regular status reports to the Board.
8. Collect all applications and arrange them for Board screening.
9. Conduct comprehensive employment reference checks on up to four (4) finalists.
10. Provide list of possible interview questions.
11. Assist in scheduling and coordinating structure of applicant visits/interviews.
12. Provide a Model Superintendent/Administrator's Contract.
13. Provide professional and legal counsel to the Board concerning the search and negotiation of a final contract with the Superintendent/Administrator selected by the District.

Financial Impact: $7,000.00 + Expenses

Attachment(s): MTSBA Agreement

Comments: _____

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Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____