

# MSBA's Search Related Services Overview

<b>Hiring the Right Superintendent in-district workshop</b> <b>\$975</b>	<ul style="list-style-type: none"> <li>• Conduct in-district workshop – some topics covered include: Whether to use a consultant, setting a timeline, developing qualifications and selection criteria, Interviewing do's and don'ts, etc.</li> <li>• Answer search related questions</li> <li>• Advertise vacancy: MSBA Website and Leader</li> </ul>
<b>Initial planning meeting - includes in-district workshop plus...</b> <b>\$1,325</b>	<ul style="list-style-type: none"> <li>• Facilitate initial planning meeting, including develop timeline, hiring criteria, vacancy announcement, and process</li> <li>• Advertise vacancy: MSBA Website and Leader</li> </ul>
<b>Limited Superintendent Search – includes in-district workshop and initial planning meeting plus...</b> <b>\$4,250</b>	<ul style="list-style-type: none"> <li>• Advertise vacancy (expanded options)</li> </ul>
	<ul style="list-style-type: none"> <li>• Receive applications and manage applicants' files</li> </ul>
	<ul style="list-style-type: none"> <li>• Conduct in-house review of applications (MSBA), verify initial references, and conduct pre-interviews</li> </ul>
	<ul style="list-style-type: none"> <li>• Facilitate school board candidate selection meeting, develop interview questions, schedule, and process</li> </ul>
	<ul style="list-style-type: none"> <li>• Schedule first round of interviews</li> </ul>
<b>Full Superintendent Search – includes in-district workshop, initial planning meeting, limited search services, plus...</b> <b>TBD ***</b>	<ul style="list-style-type: none"> <li>• Facilitate stakeholder-related activities and prepare summary of findings</li> </ul>
	<ul style="list-style-type: none"> <li>• Conduct interview training and develop questions, schedule, and process meeting</li> </ul>
	<ul style="list-style-type: none"> <li>• Be on site for first and second round of interviews</li> </ul>
	<ul style="list-style-type: none"> <li>• Develop news releases for school board use</li> </ul>

\* All four options are inclusive of MSBA's expenses.

\*\* The fee for this service will be determined once MSBA has visited with the board regarding the number and type of stakeholder-related activities.