

Mississippi School Boards Association SUPERINTENDENT SEARCH SERVICE

Contract for Services

An agreement between the Mississippi School Boards Association (MSBA) and the Board of Trustees of the Oxford School District (Board) to provide assistance in the search for and the employment of a Superintendent of Education for the **Oxford School District**.

Complete Superintendent Search

PREPARATION

- MSBA will **meet with the School Board** to discuss the MSBA search services and provisions.
- MSBA will work with the School Board to **establish the criteria/qualifications** for the next superintendent. MSBA will use this information in preparing the application and brochure and in screening applicants.
- MSBA will **assist the School Board in establishing the search timeline**. With the assistance of MSBA, the Board will determine dates for posting the application and brochure and will establish a deadline for completing and submitting the application.
- MSBA will **conduct stakeholder meetings in the district to solicit input regarding the new superintendent**. If requested, MSBA will conduct stakeholder meetings. The number of meetings and the times and sites for the meetings will be determined in consultation with the School Board. The School Board will advertise the established time and place of the meeting. MSBA will present the Board with a summary report of all stakeholder meetings. Online stakeholder surveys are also an option in addition to or in place of the in-person meetings. Stakeholder responses to the survey are anonymous. Survey results are compiled into a report for the school board members to review.
- Once the criteria/qualifications and timelines for the selection of the superintendent are established, MSBA will **prepare an application form** to use for the search **and an announcement brochure** for distribution to potential applicants. The district will provide MSBA with appropriate information regarding the school district, including the strengths and advantages of the district and the community. MSBA's communications department will work with the district in preparing the announcement brochure.

RECRUITMENT

- MSBA will discuss the cost of advertising and will abide by the decision of the School Board regarding the advertising budget. MSBA will **advertise the position** through selected websites and electronic mail-outs. MSBA will use its extensive database at no cost to the school district to notify administrators throughout Mississippi and the Southern Region of the vacancy. MSBA is a member of the National Superintendent Search Service which is affiliated with the National School Boards Association. MSBA will also use this source to advertise the vacancy.
- MSBA will **contact individuals** whom MSBA or the Board feels may be successful applicants. These are applicants the Board and/or MSBA may know who meet the criteria and who may be suitable for the superintendent's position. MSBA will invite these applicants to apply.
- MSBA operates a **Prospective Superintendent Leadership Academy (PSLA)** composed of school administrators who aspire to become school superintendents. Numerous PSLA graduates are currently successfully serving as school superintendents. MSBA will invite top PSLA graduates to apply for the superintendent opening.

SELECTION

- MSBA will receive, sort, and **process each application**, acknowledge receipt, and request any additional information needed.
- MSBA will **evaluate each application** to ensure the application is complete and how the applicant meets Mississippi's superintendent legal qualifications as defined in MS Code 37-9-13.
- MSBA will **interview each applicant and will conduct reference checks** on each applicant.
- Once MSBA completes the recruitment and evaluation process, MSBA will **present to the Board a summary report** on each applicant listing the applicants who appear to meet the criteria/qualifications as established by the Board and the State of Mississippi as determined by a review of each applicant's application, background information obtained through reference checks, résumé, and preliminary interviews. Upon request by the Board, MSBA will assist the Board in scoring each applicant.
- MSBA will **prepare sample interview questions** for use by the Board in the interview process, set up interviews with applicants selected by the Board, assist the

Board in preparing for on-site interviews, establish the interview schedule, and communicate the decision of the Board to those applicants not selected.

ADDITIONAL SERVICES

- MSBA will provide unlimited job mentorship assistance to the new superintendent in planning, policy, and school board/superintendent relationships.
- Upon request, MSBA will assist the Board and its attorney in the **preparation of a contract** for the successful applicant and in contract negotiations.
- Upon request, MSBA will **conduct a workshop** with the Board and the new superintendent in an effort to assist in the establishment of a shared vision and a positive relationship.
- If, at the conclusion of the search, an acceptable applicant has not made application or an acceptable applicant is not among the finalists, then MSBA will **conduct an additional search**. There will be no consulting fee for the additional search. The Board will pay only the additional expenses incurred.

BOARD RESPONSIBILITIES

The Board will be responsible for:

- Providing MSBA with the names of any prospective applicants that the Board wishes to consider for the position of superintendent.
- Making the final selection of the Superintendent of Education.
- Notifying MSBA of applicants not selected as superintendent.

FEE

The fee to the **District** for the services outlined in the agreement shall be \$10,500.00, plus all travel, lodging, meals, printing, telephone, and other costs associated with the work of the search. MSBA will submit a detailed statement of expenses to the district and a statement for MSBA's fee as outlined below.

A payment of \$4,000.00 shall be payable once Section I (Preparation) of the search is completed. A second payment of \$4,000.00 is payable at the time of the deadline for acceptance of applications. The final contract payment of \$2,500.00 shall be due at the conclusion of the search after MSBA presents its final report and recommendations.

A statement for all expenses shall be submitted to the Board at the appropriate time.

Agreed to by the Chairman of the Board of Trustees as approved by the Board at its meeting
on _____ (month) ____ (day) _____ (year).

(Board Chair) **(Date)**

(Board Secretary) **(Date)**

(MSBA Executive Director) **(Date)**

The Chairman of the school Board shall sign two copies of the contract and return one copy to the Mississippi School Boards Association. Once MSBA has received a signed copy of the contract, it will commence with the superintendent search.