

# 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 **Vicksburg Warren School District** (Board) to provide assistance in the search for and the employment of a Superintendent of Education for the **Vicksburg Warren School District**.

### Complete Superintendent Search

#### PREPARATION

- MSBA will **meet with the Vicksburg Warren School District 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 Vicksburg Warren 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 **post an online stakeholder survey and conduct stakeholder meetings via electronic means or face-to-face**. The number of meetings and the times for the meetings will be determined in consultation with the Board. The Board will advertise the established times for the meetings. MSBA will provide a Zoom link to be posted at the district's website for access to the stakeholder meetings or will conduct the stakeholder meetings in person. MSBA will present a summary report of both the survey results and the meeting input to the Board.
- 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 **advertise the position** through selected online services, the MSBA extended database, and other electronic means. Should the Board desire additional advertising, MSBA will discuss the cost of additional advertising and abide by the decision of the Board regarding the advertising budget. 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 Association. When appropriate, MSBA will 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 qualified 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 candidate has not made application or an acceptable candidate 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 **\$7,000.00**, except for travel expenses. MSBA will submit a detailed statement of expenses to the district and a statement for MSBA's fee as outlined below.

A payment of **\$2,500.00** shall be payable once Section I (Preparation) of the search is completed. A second payment of **\$2,500.00** is payable at the time of the deadline for acceptance of applications. The final contract payment of **\$2,000.00** 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).

_____	_____
<b><i>(Board Chair)</i></b>	<b><i>(Date)</i></b>
_____	_____
<b><i>(Board Secretary)</i></b>	<b><i>(Date)</i></b>
_____	_____
<b><i>(MSBA Executive Director)</i></b>	<b><i>(Date)</i></b>

*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.*