



Our Client *the school board* is in charge

- VSBA does not select the superintendent for you. All decisions are made by the school board. All actions taken by VSBA are at the direction of the board.
- The fee for Superintendent Search Service is based on division size and are for a full executive search.
- VSBA will assist the school board in securing candidates who best satisfy the board's criteria, without regard to race, color, religion, sex, national origin, age, handicap or disability. Decisions concerning the nature and form of the process, the qualifications of , and review of applicants, and the ultimate selection of the superintendent must be made by the school board.

Project Tasks

Task 1. **Initial Meeting of VSBA with School Board**

The VSBA staff will meet with the School Board to discuss search procedures and schedules.

Task 2. **Profile of the New Superintendent**

The VSBA will provide the Board with guidelines to be used in developing a profile of the new superintendent. A criteria survey may be distributed to: School staff, community groups, local newspapers, and public libraries and other institutions.

Task 3. **Monitoring the Process**

The VSBA staff will monitor the search process closely in order to ensure that the quality and number of candidates meet Board standards and expectations, as well as to ensure no violations of state and federal law.

Task 4. **Screening of Candidates**

On the basis of Board-approval criteria, the VSBA will perform an initial screening of applicant's files.

Task 5. **Final Report to School Board**

On the basis of the initial screening and intensive telephoning, the VSBA staff will recommend to the Board the candidates best meeting Board criteria. It will not be the VSBA's task to make specific, ranked recommendations to the Board. To preserve the impartiality of the search, it will be the VSBA's task to ensure that all candidates recommended are qualified on all objective criteria set by the Board. The VSBA will, however, lead the Board through a process that will help the Board make its choices of candidates to interview.

Task 6. **Preparation of Interview Instruments**

The goal of this task will be to develop an acceptable, evenhanded, and comprehensive format for the top candidate interviews so that the Board can be sure to elicit the information it needs from each person while still retaining enough flexibility to allow for free discussion during the interviews.

Task 7. **Continuing Consultative Services**

The VSBA will continue to advise the Board on procedures during the interviews and screening until the new Superintendent is employed.

Executive Search Fees

The following fees have been established by the VSBA Board of Directors to defray the costs of additional staff time and research associated with assisting a school board in its search for a superintendent.

School Districts

0-2,499 students
\$5,000 + expenses

2,500 - 4,999 students
\$7,500 + expenses

5,000-14,999 students
\$10,000 + expenses

15,000 or more students
\$12,500 + expenses

Expenses (travel, mailings, telephone calls, advertising, etc.) generally amount to \$1,000 - \$2,000.

We are confident that this search process can be conducted in a thorough and confidential fashion. Should the Board wish to engage VSBA in any task or phase not covered by this proposal, a separate agreement between the Board and the VSBA would be needed.

FOR MORE INFORMATION CONTACT

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