

Sitka School District Mission:
The Sitka School District will intentionally develop
Haa Latseení
(Our Strength of Mind, Body, and Spirit)
to inspire and prepare students to be compassionate, empowered,
and equipped critical thinkers within a global community.

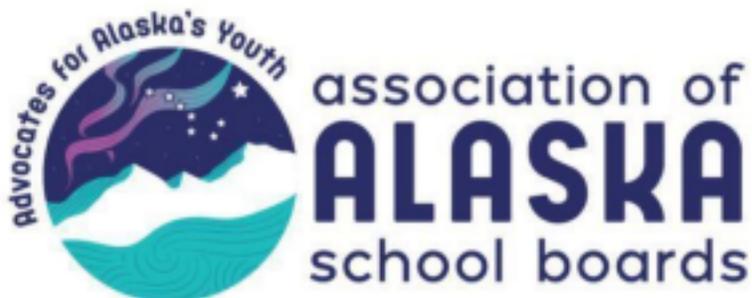
School Board Meeting

Thursday, February 16, 2023 | 4:00 PM | District Office Board Room, 300 Kostrometinoff Street, Sitka,
AK 99835

Proposed Agenda

- 1. Call to Order**
- 2. Flag Salute**
- 3. Land Acknowledgment**
- 4. Roll Call**
- 5. Approval of the Proposed Agenda**
- 6. Persons to be Heard**
- 7. New Business**
 - 7.a. Executive Session
 - 7.a.1. Letters of Interest - Interim Superintendent
 - 7.a.1.a. Steve Bradshaw
 - 7.a.1.b. Helen Cheek
- 8. Adjournment**

Note: All items listed under Agenda & Consent Agenda are considered routine by the School Board and will be approved in one motion. Items may be removed at the request of a School Board Member.



Executive Search Proposal

Presented to



Sitka School District Board of Education

February 7, 2023

ASSOCIATION OF ALASKA SCHOOL BOARDS
Executive Search Service

Helping Your Board Create Opportunity from Change

February 7, 2023
Blossom Teal-Olsen, President
Sitka School District
300 Kostrometinoff St, Sitka, AK 99835
Phone: (907) 738-9671

Dear Board President Teal-Olsen,

Thank you for the opportunity to provide you with more information regarding the AASB superintendent search process. We offer a full slate of services to assist school boards in one of their most important decision-making processes: hiring a new superintendent. The enclosed proposal outlines those services.

Our Association has a long history of serving school boards. We are proud of our track record in assisting many Alaska school boards in their selection process. We know that only school boards can make the decisions needed to complete a successful search. Our goal is to help your board find the best possible candidate. We will assist in finding the individual that most closely matches the selection criteria you adopted for the search and is committed to improving student achievement in your district.

The professional fee for this service is \$15,500.00. This fee includes all the components described in the attached document, subject to adjustments necessary to meet the Sitka School District's specific needs. Reimbursement to the Association is required for actual out-of-pocket expenses and any paid advertisements needed for the search.

Please review the Scope of Services following this letter. If it is satisfactory, please let us know, and we will send a version of the Memorandum of Agreement through DocuSign for digital signatures.

Please contact me if you have any questions or need further clarification.

Sincerely,



Lon D. Garrison,
Executive Director
lgarrison@asb.org
907-463-1668

ASSOCIATION OF ALASKA SCHOOL BOARDS
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THE SEARCH PROCESS

The Association of Alaska School Boards (AASB) has a long history of successfully assisting school boards in selecting superintendents. This success has been grounded in providing a local-control based search process, quality reference and background information, an extensive state and national network of contacts, and state and national advertising options (when selected by a district).

Throughout the entire process, AASB emphasizes that the search shall be objective, fair, confidential (subject to applicable Alaska Law, including the Public Records Act and the Open Meetings Act), and reflect the criteria and wishes expressed by the board. The AASB search consultant does not become involved in your new superintendent's actual selection but rather facilitates the board's choice.

SCOPE OF SERVICES

1. Superintendent Search Initiation

a) Develop Your Action Plan

The superintendent selection process is tailored to the needs of your school board and district. The search consultant will assist the board in developing an action plan covering all aspects of the search, which can include but not be limited to:

- Develop a strategic timeline that maximizes the number of applications that could be received depending on your district's circumstances.
- Develop selection criteria.
- Develop, conduct, and summarize stakeholder surveys if desired.
- Compile relevant comparable salary and benefit information.
- Distribute the vacancy notice.
- Develop an application that reflects Board goals and interests.
- Recruit candidates.
- Compile application files
- Conduct and compile candidate background reviews.
- Assist and facilitate the board in determining finalists.
- Develop public notices and media notes.
- Organize and facilitate Board interviews of finalist candidates (and semifinalists if needed).

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- Facilitate a review (including legal review) of the contract draft or template and facilitate board determination of contract offer terms.

Other considerations:

- Facilitate Board determination of the level of community and staff involvement
- Facilitate Board determination of the designation of a board member and/or district staff member as the key contact for AASB in coordinating search activities

b) Identify Selection Criteria

The search consultant will assist the board in developing selection criteria and a profile for the desired candidate, including professional experience, educational background, and management style. These criteria are used throughout the search. The search consultant is prepared to conduct community and staff forums to gather additional information and seek comments on the board's selection criteria. This can include up to three separate stakeholder surveys and summary reports for the board. AASB will also review District policies, regulations, and bylaws to ensure that the search and selection process is compliant with the District's policies, regulations, and bylaws.

c) Timeline

An appropriate timeline is critical to the success of a search. The timeline shown below should be considered a guideline and can be shortened or lengthened to meet the district's needs.

ACTIVITY	Suggested Dates
Meet with board to develop criteria/design electronic vacancy notice	Week 1
Accept materials from candidates and conduct background checks	Week 2 to 5 {3 to 4 weeks}
Meet with board to screen for semi-finalists/finalist	Week 6 or 7
Board Members conduct reference checks	Week 7 or 8
Conduct preliminary screening interviews (Optional)	TBD
Notify finalists and arrange interviews	Week 8
Conduct interviews, final selection, secure contract	Week 9 or 10
Superintendent begins	July 1, 2023
Follow-up workshop with board & superintendent	Fall 2023



d) The Recruitment Process

Once the selection criteria have been identified, the search consultant will work with the board to develop a vacancy announcement that will describe the position, the selection criteria, the district, and the community. The recruitment announcement will be published using an attractive online brochure. AASB will ensure that the announcement receives wide circulation through state and national professional associations, web sites, and, where authorized by the board, paid advertisements.

e) Applicants & Eligibility

AASB uses an entirely online application process. Applicants will complete an online profile and then must complete specific application questions tailored to your district based upon Board input and requirements. Applicants must provide evidence for meeting or exceeding the board's minimum requirements for the position, and all information must be submitted to create a complete application. Only complete applications will be forwarded to the board for review.

AASB will check for certification and recency credits and conduct preliminary background checks on each candidate that meets the essential search criteria. Each application will be examined, and AASB will inform the board as to whether each applicant is eligible or non-eligible based on the board's minimum requirements.

f) Background And Reference Checks

AASB will conduct confidential background investigations of all qualified candidates through our statewide and national network of contacts. This network is one of the most valuable features of the AASB search process, especially if the board is interested in conducting a nationwide search. AASB staff can solicit candid information through other state associations and contacts that your local search committee or other consultants would not necessarily secure. Included in the service fee, AASB will conduct a national criminal background check, a sex offender list check, and an SSN trace for each applicant. An education, employer, and professional license verification are also provided for each applicant.

2. Finalist or Semifinalist Selection

a) Screening To Identify Semifinalists (*Optional Step, Additional Cost*)

A brief oral report of each candidate's background will be presented to the board before the file review. This report will be accompanied by a written summary of each candidate's employment and educational history. All files will be presented to the board for consideration during the finalist selection process. The search consultant will meet with the board to facilitate the screening process. If a separate committee process beyond the board is utilized, the search consultant will facilitate this process. Once semi finalists are chosen, the search

consultant can assist boards through video teleconference or web meeting interviews. THIS IS AN ADDITIONAL COST based on AASB's daily rate (for 2023 = \$1,260/day), as it is an additional visit to the district or a full day of facilitation with the board.

b) Selection Of Finalists & Logistics

Based on the review of candidate files, the follow-up background checks, and possibly previous video conference interviews (if conducted), the board will select finalists to interview in person and onsite. AASB will communicate appropriately to candidates not selected as finalists. Finalists will be notified immediately by AASB of their selection and invited for an interview. AASB will also be responsible for overseeing all travel logistics and facilitating search activities while the candidates are on site.

If pandemic conditions demand limited or no onsite opportunities, AASB is prepared and has experience working with districts to facilitate virtual meetings and interviews. While not ideal, we have been able to facilitate experiences that boards have found still provide them with enough information and input to make sound decisions. AASB is willing to work with the district and the board to do what it takes.

AASB will also facilitate the superintendent contract review with the board. AASB recommends the board also choose to enlist the board's legal counsel during contract review and revision. AASB usually facilitates the offer development by the board and assists with the final contract negotiation. The AASB facilitators have extensive experience with this aspect of the hiring process.

3. Superintendent Selection

a) The Onsite Interview Process

The search consultant will meet with the board (as well as staff or community interview committees if the board chooses) to provide information on the mechanics of conducting successful interviews and assist the board in the development of effective interview questions. The search consultant will also help prepare a public announcement of the superintendent selection process suitable for a press release.

The search consultant will be onsite to help orient candidates to the community during their onsite interview and work with the board to plan functions, allowing the candidates to meet with constituent groups. The search consultant will facilitate community and staff forums or surveys with the candidates as requested.

AASB understands a school board's desire to make sure its stakeholders feel that they have an opportunity to provide input to the board about the choice of the next superintendent. Stakeholders may include but are not limited to certified staff, classified staff, administration, building principals, students, parents, tribes, the military, and community members. For this

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proposal, AASB will include three stakeholder surveys/forums in the fee for service. Any additional stakeholder surveys will be charged at a rate of **\$300 each**. AASB provides a summary of forum participant feedback for the board.

b) Follow-Up Workshop (included as a benefit for a successful search, not refundable)

One of the key factors leading to a good transition between the board and the new superintendent is developing a trusting and effective relationship. One of the most crucial opportunities for that to happen is at a facilitated workshop with the new superintendent and the board. Following the new superintendent's appointment, the search consultant will conduct a workshop in the district to help identify expectations, clarify responsibilities, and develop priorities. This workshop, generally held in the early fall, supports the new board-superintendent team in establishing effective lines of communication and a positive working relationship. This workshop is included in the price of the service set forth and is offered as a value of membership in the Association of Alaska School Boards. There is no refund value available to the district if it is not used. This follow-up workshop must be scheduled to occur by the end of 2023 to receive it as a part of this comprehensive service.



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MEMORANDUM OF AGREEMENT

Sitka School District and Association of Alaska School Boards

The Association of Alaska School Boards is pleased and excited to assist the Sitka School District Board of Education with their search to secure a superintendent of schools. AASB's involvement will include one meeting with the board to establish the search criteria, qualifications, and timeline, two onsite search facilitations, and ongoing telephonic or web meeting support throughout the entire process, and a follow-up workshop for the board and new superintendent. AASB will also provide up to three separate stakeholder surveys and summary reports for the board if desired.

I. CONDITIONS

- a. The Sitka School District Board of Education will pay a professional fee of \$15,500 payable to the Association of Alaska School Boards.
- b. In addition to the professional fee, the Sitka School District Board of Education shall reimburse the Association of Alaska School Boards for reasonable expenses. Expenses include, but are not necessarily limited to, travel, lodging, and food for AASB staff and candidates. (*Cost estimates for expenses of onsite facilitated meetings and interviews are described in the Scope of Services. They are not quotes.*) An onsite visit is typically two days in duration. **Any requirement for a more extended onsite visit will be invoiced at the standard rate of \$1,260.00 per day.** Expenses also comprise additional costs, including, but not limited to, specific additional advertising and additional background or reference checks not customarily executed as approved by the Board of Education. Please mark if the additional federal civil records check is desired for each applicant:
 1. ___ Federal Civil Records Check (\$20 per applicant)
- c. The Sitka School District warrants that it is an equal opportunity employer and functions in accordance with applicable state and federal laws. AASB warrants that it is an equal opportunity employer and functions in accordance with applicable state and federal laws.
- d. The services that shall be provided by AASB to the Sitka School District shall be those services set out in the **Scope of Services** incorporated here by reference.
- e. The Sitka School District shall indemnify and hold the Association of Alaska School Boards harmless from liability not arising through the Association of Alaska School Boards' gross negligence or intentional misconduct.



II. DISCONTINUANCE OF SERVICE

Either party may terminate this contract at any time by a notice in writing delivered by one party to the other. Notice of termination shall be provided as follows:

Lon Garrison, Executive Director, Association of Alaska School Boards,
lgarrison@aatb.org, 907-463-1668

Blossom Teal-Olsen, Board President, Sitka School District,
Tealolsenb@sitkaschools.org, (907) 738-9671

In the event of contract termination, the Association of Alaska School Boards will be reimbursed for all expenses through the date of termination or the date of receipt of notice of termination, whichever is later, and will be eligible for all professional fees payable in accordance with paragraph I-a, prorating any unused portion of the scope of services, except that if the Sitka School District Board of Education hires any candidate applying through or submitted by the Association of Alaska School Boards, the entire fee shall be deemed "earned" and paid as though paragraph I-a were still in effect.

If the terms outlined in this Letter of Agreement meet with the board's approval, please indicate acceptance by having the appropriate official sign and return a copy with original signatures for our files.

The Sitka School District Board of Education agrees to engage the Association of Alaska School Boards, 1111 West 9th Street, Juneau, Alaska 99801-1811 to serve as consultants to the board in conducting a search for their Superintendent of Schools in accordance with this Agreement.

Lon Garrison, Executive Director

Date

Blossom Teal-Olsen, Sitka Board President

Date