

CARL JUNCTION SCHOOL DISTRICT SUPERINTENDENT SEARCH AGREEMENT

The Missouri School Boards' Association ("MSBA") and the Carl Junction School District ("District") enter into the following Agreement for the purpose of MSBA assisting the Board of Education ("Board") in the selection and employment of a superintendent of schools:

1. **Criteria Development** - MSBA will assist the Board in generating input for the development of criteria and qualifications for candidates by interviewing the Board, reviewing school district materials, and soliciting community input as desired by the board.
2. **Candidate Recruitment** – MSBA shall develop materials describing the community, school district, Board, and the superintendent position including references to salary and benefits, for distribution to prospective candidates. To initiate the search for candidates, MSBA will develop and share the job posting across Missouri on multiple state education sites and recruit for the position using our Superintendent Liaison teams and other known connections. Additionally, MSBA will post the position on national education hiring and recruiting sites.
3. **Evaluation Committee** - In cooperation with the Board, MSBA will develop recommended criteria and qualifications for the Board of Education for candidate evaluation. If an evaluation committee other than the Board of Education is used, MSBA will provide leadership to ensure the Evaluation Committee performs the duties assigned to it.
4. **Candidate Evaluation** - MSBA will receive responses from candidates and develop candidate files for use by the Board and consultants. MSBA will initially evaluate the materials presented by all candidates, perform detailed phone interviews, check references and carefully consider the qualifications, experience and reputation of all applicants. MSBA shall then meet with the Board to review the candidates and to make recommendations regarding the candidates. The Board retains the right and authority to review any or all candidate files at any time, regardless of whether the candidate is among those recommended to the Board by MSBA. MSBA shall assist the Board in preparing for interviews and the selection process, and in resolving concerns related to the contract, salary, benefits, job description and evaluation procedures.
5. **Superintendent Selection** – The Board shall meet and review the recommended candidates and select candidates to be interviewed. MSBA will conduct a work session with the Board which is designed to prepare it for candidate interviews and a Board visit to the community of the preferred candidate. This work session will include written guidelines and protocols developed to facilitate informative, comprehensive interviews.

Following a final evaluation by the Board based on interviews, such on-site visits and other information on candidates, the Board will select the superintendent. Upon request, MSBA will provide contract negotiation assistance in cooperation with the Board's legal counsel and will provide consultation regarding certification issues as necessary.

6. **Fees and Cost** – MSBA's fee for its services, exclusive of being present and participating in the interview process, will be a not to exceed fee of \$10,500. The fee includes MSBA staff assistance, development of all materials, statewide and national promotion and recruiting, administering the process and attendance at meetings. A deposit of \$5,250 will be billed and the remainder will be invoiced at the conclusion of the search process.
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7. **Tentative Timeline** – The Board, in collaboration with MSBA, will establish a tentative search process timeline for the convenience and information of the parties. It is subject to change by the Board at any time based on the needs of the Board.

8. **Additional Search Activities** – If the superintendent search needs to be reopened in the same year because the candidates interviewed choose not to come to the district or because the Board desires to see additional or different candidates, the additional search activities will be provided at no additional cost other than travel and lodging expenses. Moreover, if within one year of the new superintendent's commencement of his/her responsibilities, the Board has utilized the post-search support and terminates the superintendent's contract, MSBA will conduct a new search for the Board for a reposting fee of \$2,000 and travel/ lodging expenses.
9. **MSBA Post-Search Supports Below Included in the Search Fee** - Once the new superintendent has been selected, MSBA will provide the following post search supports.
- a. **Summer Jamboree Workshop:** The Superintendent, Board President and two other team members will be able to participate in this workshop which will provide a dive into district specific student achievement and financial data, helping set the stage for planning and goal setting. The team will take the ADVanced Insights survey and learn how they will best communicate and work together going forward. The Jamboree will feature other key pieces of information and speakers to jump start the work of the new leadership team and will be hosted in Columbia at the MSBA offices in July.
 - b. **MSBA New Governance Team Workshop:** This 2-hour workshop has been developed to assist the board and their new superintendent in promoting superintendent/board relationships that impact student achievement. The New Governance Team workshop includes specific team building, roles and responsibility, and communication/expectation components.
 - c. **MSBA Superintendent Evaluation Support:** MSBA will provide the new governance team with the MSBA superintendent evaluation process manual, growth guide, and evaluation forms to use for their new superintendent's evaluation cycle. MSBA will support the governance team during the first six months of their superintendent evaluation cycle (July 1 - January 1). We can help the governance team develop the superintendent's goals, assist in determining baseline performance, help the new superintendent create their growth plan, and facilitate a formative evaluation. If more in-person support is needed after that six-month time frame, the district will be charged \$150 per hour, plus mileage.
 - d. **MSBA Superintendent Liaison Support:** The Superintendent Liaison for the region will provide as needed field support for the incoming superintendent.
 - e. **Finance Mentorship Program:** The district will receive a \$1,000 discount for participation in year one of this optional program provided by the School Finance Team of MSBA. This program will provide an intensive and specific look into your district's financial position and needs, offer two board/administration workshops on finance topics relevant to the district and regular ongoing training for the new superintendent and finance team.
10. **Mutual Obligations and Responsibilities** – Both parties to this document agree to comply with applicable state and federal law, including but not limited to state and federal anti-discrimination laws, in selecting a superintendent of schools. In addition, the parties will endeavor to keep candidate information confidential to the extent possible during the search and interview process.
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11. **Miscellaneous** – The parties recognize that this agreement is a public document under the Missouri Open Meetings Act, Missouri Revised Statutes Sections 610.010 et seq. This Agreement sets forth the entire agreement and understanding of the parties with respect to the

subject matter hereof and supersedes all oral and written agreements and understandings relating thereto. No representation, promise, inducement or statement of intention has been made by either party which is not set forth in the Agreement and neither shall be bound by or liable for any alleged representation, promise, inducement or statement of intention not so set forth. No waiver, alteration, modification, or cancellation of any of the provisions of this Agreement shall be binding unless made in writing and signed by the parties. This Agreement shall be subject to and interpreted in accordance with the laws of the State of Missouri.

In consideration of the foregoing, the undersigned, as of this 22nd day of January 2025, have executed this agreement for the provision of superintendent search services.

Melissa K. Randol, Esq., Executive Director
Missouri School Boards' Association

Date: _____

President, Board of Education
Carl Junction School District

Date: _____