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**HOONAH CITY SCHOOLS BOARD OF EDUCATION
MISSION STATEMENT**

To deliver a quality education that inspires and challenges all students to reach their full potential.

HOONAH CITY SCHOOLS BOARD OF EDUCATION

Friday, March 17, 2017

***Revised*
Special Board Meeting
5:30 pm**

Room 418

**CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL (ESTABLISH QUORUM)
ADOPTION OF AGENDA
NEW BUSINESS**

**1.0 Approval of Memorandum of Agreement with AASB for Superintendent Search
ADJOURNMENT**

Alaska State Law, 44.62.310 makes all school board meetings open to the public except the following excepted subject may be discussed in executive session if so determined by a majority vote of the government body:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect on the finances of the public entity,
- (2) subjects, that tend to prejudice the reputation and character of any person, provided the person may request a public discussion,
- (3) matters which by law, municipal charter or ordinance are required to be confidential,
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

Posted: March 16, 2017

AGENDA ITEM New Business 1.0

 ✓ ACTION

 DISCUSSION

TOPIC: APPROVAL of the Memorandum of Agreement with AASB for a superintendent search

Status

See Attached MOA

Recommendation

I move that we approve the memorandum of agreement with AASB for the purpose of a superintendent search.



ASSOCIATION OF ALASKA SCHOOL BOARDS



Superintendent Search Proposal

Presented to

**Hoonah CitySchool District
Board of Education**

March 15, 2017

Helping Your Board Create Opportunity from Change

ASSOCIATION OF ALASKA SCHOOL BOARDS
Superintendent Search Service



March 15, 2017

Robert Hutton, President
Hoonah City School District
P.O Box 157
Hoonah, AK 99829-0157

Dear Bob,

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. 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, as well as the selection of one Commissioner of Education. We know that only boards can make the decisions needed to complete a successful search, to create opportunity from change. Our goal is to help your board find the best possible candidate, the individual that matches the selection criteria you adopt for the search and who is committed to enhancing student achievement in your district.

The professional fee for this service is \$8,500. This fee includes all of the components described in the attached document, subject to adjustments necessary to meet the specific needs of the Hoonah City School District. Reimbursement to the Association is required for actual out-of-pocket expenses and for any paid advertisements required for the search.

Sincerely,

Norman D. Wooten,
Executive Director



THE SEARCH PROCESS

The Association of Alaska School Boards (AASB) has a long history of assisting Alaska school boards in securing capable superintendents. This success has been grounded in a local control search process and extensive sources for advertising superintendent positions.

Throughout the entire process, AASB emphasizes that the search shall be objective, fair, confidential and reflective of the criteria and wishes expressed by the board, and not that of the consultant. The AASB search consultant will not become involved in the actual selection of your new superintendent, but rather facilitate the board's selection through technical assistance.

1. 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 such as:

- developing selection criteria
- distributing the vacancy notice
- compiling application files
- recruiting candidates
- conducting candidate background reviews
- determining finalists
- holding interviews
- deciding on contract terms
- reviewing superintendent contract with legal counsel

Other considerations:

- determining level of community and staff involvement
- designating a board members and/or district staff member as the key contact for AASB in coordinating search activities

2. 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. If desired by the board, the search consultant is prepared to conduct community and staff forums to gather additional information and seek comments on the selection criteria established by the board. This can be done immediately following the initial workshop with the board.



3. 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. This will be published using an attractive electronic brochure. AASB will insure that the announcement receives wide circulation through state and national professional associations, web sites and paid advertisements.

4. APPLICANTS & ELIGIBILITY

AASB will receive all applications, build complete files for each applicant, check for certification and recency credits and conduct preliminary background checks on each candidate that meets the basic search criteria. Each application will be examined and recommendations will be made regarding the applicants' eligibility or non-eligibility, using the board's minimum requirements as a guide.

5. REFERENCE CHECKS

Through our statewide and national network of contacts, AASB will conduct confidential background investigations of all qualified candidates. This network is one of the most valuable features of the AASB search process, particularly if the Board is interested in conducting a national search. AASB staff is able to solicit candid information through other state associations and contacts that your local search committee or other consultants would not necessarily secure.

6. SCREENING TO IDENTIFY SEMI-FINALISTS

A brief oral report of each candidate's background will be presented to the board prior to 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 review 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-finalist are chosen the search consultant can assist boards through SKYPE (or similar techniques) interviews. THIS IS AN ADDITIONAL COST based on AASB's daily rate, as it is an additional visit to the district.

7. SELECTION OF FINALISTS & LOGISTICS

Based on candidate files and follow-up background checks, SKYPE interviews (if conducted), the board will select finalists to interview in person. AASB will write follow-up letters to



candidates not selected as finalists. Finalists will be notified by AASB of their selection as a finalist and invited for an interview. AASB will also be responsible for all travel logistics and for facilitating search activities while the candidates are on site.

8. THE INTERVIEW PROCESS

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

The search consultant will be on site to help orient candidates to the community during their onsite interview and will work with the board as desired to plan functions which will allow the candidates to meet with constituent groups. The search consultant will facilitate community and staff forums with the candidates as requested.

9. TIMELINES

An adequate 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	TIME
Meet with board to develop criteria/design electronic vacancy notice	Week 1
Accept materials from candidates and conduct background checks	Week 2-6
Meet with boards to screen for semi-finalists/finalist	Week 6-7
Board Members conduct background checks/references	Weeks 7-8
Do preliminary screening interviews (Optional)	Weeks 7-8
Notify finalists and arrange interviews	Week 8
Conduct interviews, final selection, contract	Week 9-10
Follow-up workshop	Fall 2017

10. FOLLOW-UP WORKSHOP

Following the appointment of the new superintendent, 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, helps the new board-superintendent team establish effective lines of communication and a positive working relationship.



MEMORANDUM OF AGREEMENT

Hoonah City School District and Association of Alaska School Boards

The Association of Alaska School Boards is pleased and excited to assist the Hoonah City School District Board of Education with their search to secure a superintendent of schools. AASB's involvement will include two on-site search facilitations as well as ongoing telephonic support.

I. CONDITIONS

- a. A professional fee of \$8,500.00, payable to the Association of Alaska School Boards will be paid by the Hoonah City School District Board of Education.
- b. The Hoonah City School District Board of Education shall reimburse the Association of Alaska School Boards for reasonable expenses. The expenses consists of, but are not necessarily limited to travel and subsistence for AASB staff and candidates. An onsite visit normally is two days in duration. Any requirement for a longer onsite visit will be invoiced at the standard rate of \$775.00 per day.
- c.
- d. Each party herein warrants that the Hoonah City School District is an equal opportunity employer and functions in accordance with state and federal laws on the subject.
- e. The Hoonah City School District shall indemnify and hold the Association of Alaska School Boards harmless from liability not arising through the neglect or misconduct of the Association of Alaska School Boards.

II. DISCONTINUANCE OF SERVICE

Either party may terminate this contract at any time by a notice in writing duly mailed or delivered by one party to the other. In the event of contract termination, the Association of Alaska School Boards will be reimbursed for all expenses and will be eligible for all professional fees payable in accordance with paragraph I-a, prorating any partial month, except that if the Hoonah City School District Board of Education

ASSOCIATION OF ALASKA SCHOOL BOARDS
Superintendent Search Service



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 set forth 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 Hoonah City 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.

Norman D. Wooten

March 15, 2017

Norman D. Wooten, Executive Director

Date

Hoonah City School District Board President

Date