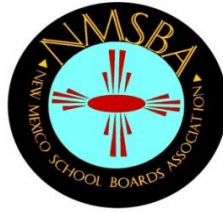


NEW MEXICO SCHOOL BOARDS ASSOCIATION



SCHOOL BOARD SUPERINTENDENT SEARCH SERVICE

A Special Service to School Boards of New Mexico

Background

New Mexico school boards face a challenging task when they must seek a replacement for their superintendent. NMSBA offers member districts support during this critical period through a well-developed search process which is based on best practices in helping a board select their new superintendent. The NMSBA superintendent search process is grounded in the following assumptions:

- A superintendent search service should be professionally supported but reasonably priced.
- An effective search process is based on a well-developed plan approved by the board.
- The search plan will identify the desired characteristics in the new superintendent
- The search plan will identify the degree of stakeholder involvement.
- The search plan will specify timelines and benchmarks for the entire process.
- The board should be responsible for making the final determination regarding the selection of the new superintendent.
- The board should be professionally supported as the new superintendent is engaged.

How the NMSBA Superintendent Search Service Functions

The NMSBA superintendent search service makes use of a Search Cadre of trained professionals who work together to facilitate an effective search process from the first meeting. Once NMSBA is contacted by the local board, a member of the Search Cadre will meet with the board to outline the process and create a proposal contract for the superintendent search services. These services include but are not limited to:

- **Development of the search plan.**
- Identification of desired characteristics for the new superintendent.
- Facilitation of stakeholder involvement processes.
- Development of the promotional advertising materials.
- Monitoring and responding to all applications for the position.
- Screening applicants against predetermined criteria.
- Facilitating the planning and conducting of the interview process.

- Supporting the board during interviews.
- Providing the board support during negotiations with finalists.
- Supporting the board during the initial induction of the new superintendent.

Members of the Search Cadre

Dr. Hugh Prather: retired superintendent from Los Lunas who has serves as a consultant for NMSBA’s New Board Member Support Program.

Lilliemae Ortiz: a retired state government administrator and school board member who has served as the President of the New Mexico School Boards Association and member of the National School Boards Association Board of Directors.

Dr. Gloria Rendón: retired superintendent from Santa Fe who has served as a superintendent and Executive Director of the New Mexico Coalition of Educational Leaders.

Scheduling the Search Service

The NMSBA Board Superintendent Search Service may be requested by calling or emailing Dr. Hugh Prather (505) 321-1467 or hugh.h.prather@gmail.com. He will schedule a mutually convenient time to meet with a member of the Search Cadre to determine the board’s needs and to draft a proposal/contract. There is no cost for this initial meeting. All costs for the superintendent search services are identified in the proposal/contract which must be approved by the board before it takes effect.

Fee Schedule

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|---|------------------|
| • Basic Fee | \$8,000 |
| • Travel: | |
| Mileage (Includes road time) | \$1.00 per mile |
| Per-diem | \$75 per day |
| • Advertising – Depending on extent of search | \$4,000 estimate |
| • Office expenses – Copying, phone, postage | Actual cost |
| As much as possible to be done through district | |
| • Criminal background check as desired by Board | Actual cost |

Additional Services Available

- Revising and updating superintendent job description
- Assisting in contract negotiations
- Assist in developing contract (legal review recommended)
- Schedule and/or conduct on-site visit(s) to finalists’ home districts
- Assist in developing superintendent performance review
- Conduct Assessment Center