

Meeting Packet

Special Session

6/24/2020

07:00 PM



PHILOMATH SCHOOL DISTRICT 17J

Special Session

PHILOMATH SCHOOL DISTRICT 17J
Virtual Meeting via ZOOM

6/24/2020 07:00 PM

A. EXECUTIVE SESSION ~ 6:30 p.m.

Executive meeting was canceled.

B. REGULAR SESSION ~ 7:00 p.m.

1. Call to Order: Jim Kildea, Chair

C. STRATEGY AND DISCUSSION ~

1. Interim Superintendent Planning

[Superintendent Search Discussion Topics \(p. 3\)](#)

[Policy CBA \(p. 6\)](#)

[OSBA Interim Superintendent Search Proposal 2019 \(p. 9\)](#)

D. ACTION ITEMS ~

Philomath School Board
June 24, 2020 Regular Session
Discussion topics

Regular (public) Session vs Executive (closed) Session

ORS 192.660:

(2) The governing body of a public body may hold an executive session:

- (a)** To consider the employment of a public officer, employee, staff member or individual agent.
 - (b)** To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
 - (c)** To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS [441.015 \(Licensing of facilities and health maintenance organizations\)](#) to [441.087 \(General inspection of long term care facility\)](#) including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.
 - (d)** To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
 - (e)** To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
 - (f)** To consider information or records that are exempt by law from public inspection.
 - (g)** To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
 - (h)** To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
 - (i)** To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
 - (j)** To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
 - (k)** To consider matters relating to school safety or a plan that responds to safety threats made toward a school.
-

(7) The exception granted by subsection (2)(a) of this section does not apply to:

- (a)** The filling of a vacancy in an elective office.
- (b)** The filling of a vacancy on any public committee, commission or other advisory group.
- (c)** The consideration of general employment policies.
- (d)** The employment of the chief executive officer, other public officers, employees and staff members of a public body unless:
 - (A)** The public body has advertised the vacancy;
 - (B)** The public body has adopted regular hiring procedures;

(C) In the case of an officer, the public has had the opportunity to comment on the employment of the officer; **and**

(D) In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

For tonight, there are several items that we need to discuss:

1. First, we need to declare a vacancy
2. Then we can review the documents that the board adopted in our superintendent search from a year ago and edit as needed. Key documents are the **job qualifications** and **hiring criteria**; I'll work with Lillian to track down the hiring criteria document (if there is a separate document); the qualifications of the superintendent are covered in our policy CBA. Since the links to our policies on the district webpage aren't working, I'll also ask Lillian to provide the latest (adopted) CBA policy.
 - a. I've attached the vacancy announcement (including a brief summary of hiring criteria) from our interim superintendent search from a year ago, FYI – see below. I'll see if Sarah Herb or Steve Kelly at OSBA have a more complete document that summarizes the criteria.
3. Then a discussion on if we want to proceed with an internal hire vs an external search
4. Regardless of the path chosen, board counsel advises a public comment on the process and (if internal) the candidate. We can discuss these topics tonight, solicit public comment, then take action at a board meeting next week (to be scheduled).
5. I'm also in discussions with Greg McKenzie about options and alternatives, in terms of available external candidates. I'll advise more when we talk tonight.

Jim Kildea



Executive Search Services

NOTICE OF VACANCY OPPORTUNITY

The Board of Directors of the
Philomath School District – Philomath, Oregon
Invites applications for the position of



INTERIM SUPERINTENDENT

The Philomath School District Board of Directors is seeking a highly qualified candidate with visionary leadership skills and successful experience in education administration to serve as interim superintendent. The successful candidate must have experience as an administrator, excellent communication skills, unquestionable integrity and be willing to be involved in the community.

The Philomath School District is comprised of about 1,600 students in one primary, two elementary, one middle and one high school. The district also oversees a K-12 charter school. The district employs a staff of 91 teachers, 55 classified employees, six administrators and has a general fund budget of \$13.5 million and a total budget of \$20.4 million.

Known as the City of Volunteers, the Philomath School District enjoys the strong support of a family-oriented community. Philomath is located in the southern Willamette Valley just five miles from Corvallis and Oregon State University and sixty miles from Eugene, Oregon's second largest city and home to the University of Oregon. Benton County Historical Museum, completed in 1867, is a commanding structure that still serves as the centerpiece of the community. Recreational opportunities such as hunting, fishing, hiking and the scenic Oregon coast are all within a short drive.

The board will offer a competitive compensation package to the successful candidate, the salary range is \$120,000 to \$125,000. The successful candidate must hold or qualify for an Oregon superintendent's license.

APPLICATION OPEN: May 21, 2019

CLOSING DATE: June 4, 2019

INTERVIEWS: June 13-14, 2019 (Both dates nonnegotiable)

ASSUME POSITION: July 1, 2019

For information regarding the position, contact:

Steve Kelley, Director of Board Development and Executive Searches
skelley@osba.org • 503.588.2800 • 800.578.6722 • 503.588.2813 (Fax)

For questions regarding the application process, contact:

Sarah Herb, Executive Search and Events Specialist sherb@osba.org • 503.400-3047 (direct) • 800.578.6722 • 503.588.2813 (Fax)

To apply visit our website at www.osba.org/execjobs

The Philomath School District is an equal opportunity employer.

Philomath School District 17J

Code: CBA
Adopted: 4/20/06
Revised/Readopted: 10/18/18
Orig. Code: CBA

Qualifications and Duties of the Superintendent

The superintendent shall serve as the executive officer of the district and is responsible to the Board for the overall and day-to-day operations of the schools and is granted the authority commensurate to this responsibility. The superintendent shall provide for the administration of the district in accordance with Board policies, rules of the Oregon Department of Education and requirements of state and federal law.

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license;
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to Oregon Administrative Rule (OAR) 584-080-0151 and 584-080-0161.

The superintendent has the authority to formulate and delegate duties and responsibilities to other district personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Other duties of the superintendent shall be to:

1. Serve as the educational leader of the district, and formulate plans for the improvement of the district instruction.
2. Serve as clerk of the district.
3. Recommend to the Board the appointment, renewal, contract extension, contract non-renewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.

4. Appoint, promote, demote or discharge classified and nonrepresented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
5. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.
6. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy and make recommendations for those positions to the Board before March 15 of each year.
7. Evaluate the performance of license and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.
8. Attend all Board meetings and serve as technical advisor to the school Board.
9. Work with the committees appointed by the Board to study special problems of the schools.
10. Submit financial and other reports to the Board to keep it informed of the current status of the district's fiscal and other affairs.
11. Supervise the accounting, budgeting, and record-keeping of the district
12. Maintain a continuous inventory of all property, furniture, materials, and supplies of the school district.
13. Recommend plans for repairs, plan for any additional facilities needed by the district and work with architects and or contractors as selected by the Board.
14. Prepare specifications and issue bid calls when authorized.
15. Supervise and provide for the publicity and public relations of the district and the schools.
16. Provide information and evidence regarding the evaluation of the education program of the district to the members of the Board.
17. Facilitate the creation of annual and long-range goals for the district
18. Interact positively with the students and employees of the district.
19. Be an educational leader in the community and serve in various capacities to stimulate and inspire the improvement of educational opportunities for the students of the area.
20. Attend at the expense of the district such local, state, and national meetings, conferences, and workshops as may be deemed beneficial to the interest of the schools. Attendance at these meetings shall be in accordance with the approved budget.
21. Perform other duties as may be approved by the Board, and as may be necessary for the efficient and effective operation of the district's schools.

22. The superintendent is authorized to accept written resignations from employees. Acceptance of said written resignations by the superintendent shall be legally binding.
23. Schedule meeting places, meet with the Board chair to prepare an agenda, and have minutes recorded for all Board and other school meetings authorized by the Board.
24. Annually review adopted Board policies and make recommendations for needed changes.
25. Advise, inform and make recommendations to the Board on matters of policy and other required action(s) and inform the Board on all phases of district operation.
26. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups.
27. Take appropriate action in cases of matters not specifically covered by Board Policy.
28. Visit all district schools on a regular basis and institute and carry out such regulations as may be necessary to attain their efficient operation.
29. Maintain complete and up-to-date position descriptions with job descriptions within each classification for all classes of personnel.
30. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned.
31. Assume responsibility for the development, maintenance and operation of a constructive program of professional development, training and education for all school system employees.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)
[ORS 342.143](#)
[ORS 342.173](#)
[ORS 342.175](#)
[ORS 342.850](#)

[OAR 581-023-0006 to -0041](#)
[OAR 581-023-0104](#)
[OAR 581-023-0112](#)
[OAR 581-023-0220 to -0240](#)
[OAR 584-020-0000 to -0045](#)

[OAR 584-036-0035\(1\)](#)
[OAR 584-046-0003 to -0024](#)
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

Cross Reference(s):

CBG - Evaluation of the Superintendent



May 2, 2019

Jim Kildea, Board Chair Philomath 17J
School District 1620 Applegate St
Philomath, Oregon 97370-9328

Re: Interim Superintendent Search – 2019

Dear Jim Kildea and Board of Directors,

We are submitting this Proposal to the Philomath School District Board for an interim superintendent search with the position beginning work on July 1, 2019. This proposal is jointly submitted by **Oregon School Boards Association (OSBA)** and **NextUp Leadership** to work collaboratively to provide the search services. If OSBA and NextUp Leadership are hired for the permanent superintendent search, the cost of the interim search will be credited back to Philomath SD. For this search OSBA would take the lead and NextUp Leadership will provide support services. Included in this packet is a proposed interim superintendent search calendar and a joint proposal for the permanent superintendent search.

Interim Search Fees

The interim superintendent search service is based on hourly rates. The hourly rate is \$120/hour for professional services and \$35/hour for clerical services. In addition to the hourly rate, there would be mileage, paid at the current IRS rate, meal reimbursements and advertising costs. Below is a breakdown of the estimated hours, mileage and advertising costs:

- 204 miles (consultant mileage for 3 on site visits x 0.58) = \$118.32
- 3 meals (estimating \$20 each) = \$60.00
- 6 hours of professional time at \$120/hr. = \$720.00
- 10 hours of clerical time at \$30/hr. = \$300.00
- Advertising \$300.00 (Email distribution of electronic flyer, developed by us, to over 30,000 potential candidates and posting on OSBA's and COSA's website
 - Additional advertising is available for an additional cost
- Total estimated costs= \$1,498.32
- We can set the cost not to exceed \$1,500.00 without approval from the Philomath SD board chair.

Salary range and benefit recommendations can be provided upon selection, see description for May 9th on the proposed interim superintendent search calendar.

We would welcome the opportunity to attend your May 9th meeting, at no cost, and answer any questions you may have.

Best Regards,

Steve Kelley
Director of Board Development & Executive Searches
Oregon School Boards Association

Greg McKenzie, Search Consultant
NextUp Leadership

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Crook County SD

Brandy Penner

Newberg SD

Craig Prewitt

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Betty Reynolds

West Linn-Wilsonville SD

Lori Theros

Klamath Falls City Schools

Michelle Vo

Corbett SD

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OAESD

Bob Moore

State Board of Education

Anthony Veliz

EXECUTIVE DIRECTOR

Jim Green

DEPUTY EXECUTIVE

DIRECTOR

Mary Paulson

Philomath School District

Proposed Interim Superintendent Search Calendar

DATE	BOARD	CONSULTANT
May 9 * (7:15 pm)	<ul style="list-style-type: none"> • Selection of OSBA to provide interim search services • Declare position vacant (required) • Approve search process calendar (required) • Discuss/adopt desired qualities/qualifications (required) • Review salary range recommendation <i>Special public meeting</i> 	<ul style="list-style-type: none"> • Facilitate board approval of search calendar • Facilitate staff and community input for interim superintendent qualities/qualifications. (Input to be gathered during the board meeting.)
May 13		<ul style="list-style-type: none"> • Develop professional electronic flyer • Develop notice of vacancy • Advertise position
May 14		<ul style="list-style-type: none"> • Begin accepting applications
May 14-28	2 Weeks	<ul style="list-style-type: none"> • Receive applications • Recruit candidates respond to inquiries
May 28		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
May 30 * (7:00 pm)	<ul style="list-style-type: none"> • Attend screening training • Screen applications and submit rankings • Establish contract parameters <i>Special public meeting/executive session</i> 	<ul style="list-style-type: none"> • Train board on screening process, tools and timeline
June 6 * (7:00 pm)	<ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters, continued <i>Special public meeting/executive session</i> 	<ul style="list-style-type: none"> • Facilitate selection of candidates to interview • Train board on interview and reference check processes • Provide interview questions for review and facilitate consensus on interview questions • Schedule initial interviews with candidates
June 7-12	<ul style="list-style-type: none"> • Conduct in-depth reference checks 	
June 13* (T.B.D.)	<ul style="list-style-type: none"> • Conduct interviews <i>Special public meeting/executive session</i> 	<ul style="list-style-type: none"> • Facilitate board's ranking of the candidates.
June 14-19	<ul style="list-style-type: none"> • Negotiate contract with "first choice" candidate 	
June 20	<ul style="list-style-type: none"> • Vote to hire candidate in public meeting • Announce selection <i>Regular public meeting</i> 	<ul style="list-style-type: none"> • Develop press release, if needed

*Consultant is on-site

**Philomath School District
Superintendent Search 2019
May 2, 2019**

**Joint Proposal
(NextUp Leadership &
Oregon School Boards
Association)**



Greg McKenzie

Ph: 503.752.2438
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1470 Rosemont Road
West Linn, OR 97068



Recruiting • Training • Assessment • Facilitation

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May 2, 2019

Jim Kildea, Board Chair
Philomath 17J School District
1620 Applegate St
Philomath, Oregon 97370-9328

Re: Superintendent Search – 2019/2020

Dear Jim Kildea and Board of Directors,

INTRODUCTION

We are submitting this Proposal to the Philomath School District Board for a superintendent search with the position beginning work on July 1, 2020. This proposal is jointly submitted by **NextUp Leadership** and **Oregon School Boards Association (OSBA)** to work collaboratively to provide the search services. For this search OSBA would take the lead and NextUp Leadership will provide support services. While we have included information about our search services, prior searches and what the Philomath School District search might include, we want to emphasize that each of our executive searches can be customized to meet the District's needs and maximize use of the District's resources.

We are a team of educational search consultants organized together for superintendent and administrator searches. During the 2017-18 search season, we joined forces with OSBA to provide more comprehensive services to school districts for some searches. This year we are taking the joint effort further. We will merge our strengths to ensure that you find the right educational leader for your school district.

OSBA has a long history of providing an array of comprehensive services to its members – Oregon school boards. In addition to the search process, OSBA can provide customized services to support the new leadership team – Board and Superintendent. NextUp Leadership brings outstanding marketing and recruiting skills to the search process as well as a proven process for successful hires. NextUp Leadership has a database of over 25,000 educators with whom they communicate on a regular basis about job vacancies in the Pacific Northwest. This direct, active marketing strategy has created a type of social community and produced some of the highest quantity and quality candidate fields in the state of Oregon over the last several years.

For this search **Steve Kelley** of OSBA, **Greg McKenzie**, **Mike Taylor** and **Milt Dennison** of NextUp Leadership will be the lead consultants. During the search you may be introduced to other members of our search team, as needed. Biographies for each consultant on our search team are enclosed. Even though you will enjoy the benefits of two experienced executive search agencies, the cost of the search will not increase. Annually, together we assist with searches for about 25-30 superintendent and other administrator positions primarily in Oregon, Washington, Nevada and Alaska.

Our fundamental beliefs about a successful executive leadership searches revolve around three core principals – Relationships, Recruiting, and Results.

RELATIONSHIPS

Successful searches are not the result of having a remote headquarters in a big city in another state. On the contrary, superintendent searching is about local connections and networks. Building a strong relationship with relevant stakeholder groups is a key characteristic of our success in superintendent searches. We focus on:

- Community, staff and student engagement to develop the search criteria
- Frequent and thorough coaching, training, facilitation and reporting with the Board
- Strict attention to candidate confidentiality to safeguard their current positions
- Involving staff and community in appropriate search activities asking for their advice
- OSBA provides board development/training to follow up after the search
- Simply, working harder than other search organizations

Our philosophy about superintendent searches is slightly different from other search firms and associations. Basically, we want to become the District's search partner, not just serve as consultant and supervise a process - a subtle, but important difference in our working relationship. Together we look for the right candidate.

RECRUITING

Here's where we differ significantly from other search organizations and national search firms. We do not just bring forward to the Board a group of our favorite candidates/applicants who have signed up with the firm to find a job. Instead, we reach out by e-mail messages directly to the computer screens, tablets and smart phones for over 25,000 superintendents, school administrators, and education college faculty across the country, with heavy emphasis on the western United States. This method of communication and marketing for positions has proven to be enormously successful. We also take full advantage of today's electronic social media to recruit candidates. Oh, yes, and we also advertise and recruit regionally and nationally in a more traditional sense by posting on online educator job boards. Not only do we passively recruit by posting/advertising the position, but we also actively recruit viable candidates with direct e-mail communication and telephone calls.

RESULTS

Our method of recruiting has resulted in candidate fields significantly larger than our competition and we deliver to the Board all qualified applications for review, not just a selected few. We report actual applications and not merely candidates who expressed interest or submitted an inquiry. Over the past 5 years the average-size search fields for districts looking for a full-time superintendent has ranged from 25-34 applicants for each position. If working together we don't find a suitable fit for your district in the initial candidate field, we simply keep working the project until someone acceptable is found.

Combined our search experience for Oregon school superintendent searches is unmatched. OSBA has conducted over 500 executive searches for school districts, education service districts, community colleges and other state agencies since 1984. NextUp Leadership has conducted over 150 superintendent and school administrator searches over the last ten years. **We know and serve the state of Oregon better than anyone in the business.** We are committed to your success!

TRANSITION PLAN

Because the first year is so critical for setting the tone of professional relationships, OSBA, in conjunction with Confederation of Oregon School Administrators (COSA), provides a unique collaboration designed to support the Superintendent and Board. OSBA will meet with you and your new chief executive to:

- a) Review your district's vision, mission and goals (strategic plan) with the new Board and Superintendent team;
- b) Design effective communication and PR strategies designed to introduce your new executive to the community;
- c) Discuss the roles and responsibilities of the Board and Superintendent;
- d) Create an effective operating agreement;
- e) Establish/review the Superintendent's performance evaluation system and timeline.

PRICE

Based on the scope of work anticipated for this search, the **Basic Fee** price for a full-service Consultant supervised search as described in the Search Overview later in this Proposal is **\$9,500** which includes a standard package of advertising and up to 12 hours of professional development for the Board and new Superintendent. **Reimbursable expenses** incurred by the Consultants **are additional** which typically include travel, lodging, meals, and photocopies. If Philomath School District has internal capacity to assume some portion of the search activities, we can discuss an appropriate division of responsibilities so long as we do not compromise the elements of a successful search.

Please circulate this Proposal to the Board for their consideration. We want to help find a difference-maker for your District. We're available to answer questions related to a superintendent search in general and this Proposal specifically. For addition information, please do not hesitate to ask. My contact phone number (Steve's) is 541-401-3962 (cell).

Best Regards,



Greg McKenzie, Search Consultant
NextUp Leadership



Steve Kelley
Director of Board Development and Executive Searches
Oregon School Boards Association

Section A

Proposed Search Plan



SEARCH PROCESS OVERVIEW



All searches conducted by NextUp Leadership and Oregon School Boards Association are customizable to meet the needs of the District and a specific calendar is developed in the Planning Phase to fit the District's schedule. **For illustration purposes**, a “sample” search might include the following components along with a projected general timetable that positions the District in the candidate market at the time needed for optimal exposure to prospective candidates.

Date

Activity

Planning Phase

Oct, 2019 Search organization and planning meeting with Consultant(s), Board Chair, Board Secretary (exact Date TBD – probably during group meeting dates)

- Division of responsibility
- Scope of work
- Develop draft search calendar
- Develop draft search budget
- Discuss search literature and marketing strategy
- Identify advertising/posting targets
- Prepare search forms
- Identify application requirements

Qualifications Phase

Nov-Dec, 2019 Conduct survey for candidate qualifications, criteria and candidate profile with some or all of the following groups:

- Community & business leaders
- Local government leaders
- Union leaders
- Administrators
- Teachers
- Classified staff
- Confidential staff
- Student leaders

Board meeting (public meeting - open session)

- Report results of candidate qualifications process
- Take public input on qualifications

Board adopt qualifications Board adopt search calendar
Board declare position vacant
Adopt salary range (Consultant provides salary comparison)

Advertising Phase

Jan-Feb, 2020

- Consultants prepare search literature and post the position
- Open the application period
- Post notice of vacancy on District website
- Distribute notice of vacancy to direct e-mail distribution list
 - Over 25,000 educators nationwide
 - Focus distribution on Western US
- Advertise vacancy on association and search websites
 - COSA included in contract price
 - WASA included in contract price
 - LinkedIn notice to connections
 - Others as agreed with Board

Recruitment Phase

Jan-Feb, 2020

- Consultants recruit candidates
 - Distribute application packets to prospective candidates
 - Correspond with prospective candidates
 - Receive, process and organize applications
 - Board appoints screening committee
- Close application period
 - Consultant assembles applications and screening packets

Screening Phase

Feb-Mar, 2020

- Board meeting (public meeting - open session)
 - Screening group and Board training for application review
 - Begin reviewing applications (executive session)
- Continue reviewing applications individually
- Special Board meeting
 - Debrief screening results (executive session)
 - Identify interview candidates (executive session)
 - Interview training for Board (public session)
 - Organize initial candidate interviews (public session)

Interview Phase

Mar, 2020

- Board meeting (executive session) (exact dates/times TBD)
- Conduct initial interviews with selected candidates
- Board meeting (executive session) (after last interview)
 - Debrief candidate interviews
 - Select finalist(s)
- Consultant notifies finalists

Board and Consultants conduct reference checks

- Telephone contact with references Internet searches
- Licensure investigation
- Organize site visits in finalists' home district

Organize "day in the district" for finalists

- 2nd interviews with board (executive session)

Selection Phase

Mar, 2020

- Board meeting (executive session)
 - Debrief "day in the district,"
 - 2nd interviews, ref. checks
 - Select new Superintendent
- Board negotiate contract with new Superintendent
- Announce selection of new superintendent
- Board meeting (public meeting - open session)
 - Formal contract offer to new Superintendent
 - Introduce new Superintendent

July 1, 2020

- Superintendent begins work

TBD, 2020

- Board/New Superintendent Development Workshop and Transition Plan

At the beginning of each superintendent search, a planning meeting determines the elements of the search to be included. However, a **typical search package** where the consultant takes the lead in all search activities might include the following services as a part of the Basic Fee.

- Facilitate multiple meetings by consultant with Board about
 - Planning and search calendar
 - Determining search criteria and candidate qualifications
 - Search activity training
 - Screening candidates
 - Interviewing candidates
 - Selection of next superintendent

- Community engagement to collect information for identifying search criteria and candidate qualifications with the following
 - Focus groups and telephone interviews
 - Community/Business leaders
 - Administrators
 - Teachers
 - Classified staff
 - Union leadership
 - Student leaders

 - Online questionnaire outreach
 - Design and create online questionnaire
 - Collect responses
 - Organize and analyze responses for report to Board

- Consultant's reports about
 - Results from online questionnaire
 - Criteria and qualifications recommendations for Board
 - Salary comparison information for Board's consideration
 - Progress of advertising & recruiting

- Design and prepare search literature
 - Electronic search brochure
 - Electronic e-messages
 - Notice of vacancy
 - Application forms & materials

- Advertise position vacancy by posting on job placement websites (as approved by Board)
 - COSA, WASA, CASE (OR, WA, CO administrators) included in contract price
 - Other regional and national job boards as agreed with District

- Actively recruit prospective candidates by
 - Telephone calls
 - E-messages
 - Correspondence
 - Personal contact

- Collect and organize candidate application materials
 - Online applications
 - Electronic applications
 - Mail applications
 - Personal delivery applications

- Supervise & facilitate application screening process

- Training for Board and screening committee for:
 - Screening applications
 - Interviewing candidates
 - Reference checking

- Assist District organize for
 - Candidate interviews
 - A "day in the district" for finalists
 - Reference checks, site visits, and background checks

- Prepare “draft” press releases as needed to announce various search activities and ultimately selection of new superintendent

- Facilitate a follow up Transition Plan including up to 12 hours of Board development conducted by OSBA with Board and new Superintendent

1. What are the key elements in your process?

Answer: Key elements of our search process are:

- flexibility in the process
- stakeholder involvement to build support for the selection
- spending more time in the district than other search firms
- keeping the Board involved and informed at every step
- partnering with district to maximize use of available resources
- recruiting – not just advertising the position
- sticking with the search until we find the “right fit”
- working harder for your search than other consultants

2. How is your process different than other executive search firms?

Answer: The steps in a search process for most consultants are relatively similar. However, one important difference is our commitment to your search. We are not like a Costco of search consultants where volume counts. We are more of a boutique search firm specializing in customer service. We do not simply want to find a new superintendent. We want to help you find a difference-maker who is the right fit for your district.

3. Do you prepare and mail a print brochure advertising the vacancy?

Answer: Preparing a print brochure advertising the position and promoting the school district and community is just not current reality. We have the graphics design capacity to create a first quality electronic brochure instead. In the last few years no candidates have asked for a mailed print brochure. We prepare a colorful brochure about the position and the district suitable for electronic distribution and, if necessary, print a copy onrequest.

4. How do you recruit quality candidates for the position?

Answer: The range of advertising for a vacancy posting is a part of the planning process for each search. The vacancy will be posted in a traditional manner state-wide, regionally and nationally, as the Board chooses. We have multiple options for regional and national advertising. These traditional posting opportunities include multiple diversity group job placement websites to be sure minority candidates are aware of the vacancy. But, we do more.

In addition to posting widely, we directly notify superintendents and other administrators in Oregon, Washington, Idaho, Montana, Utah, Alaska, Nevada, Wyoming, Colorado, Arizona, New Mexico, Texas, California and other states about the vacancy by electronic message. We also send the electronic messages

to the faculties for colleges of education in the western U.S and other highly regarded colleges of education. The list of direct marketing groups grows each year. Currently, we have approximately 25,000 prospective candidates and other educators in our e-messaging data base. This approach puts the availability of the position directly in front of prospective candidates on their computer screens, tablets or smart phones. Because we use an e-marketing service for the vacancy announcements, the notification can be sent multiple times and will be sent at least twice during the application period.

Unlike some other search firms, we will also directly recruit candidates who might fit the profile the board seeks for its next superintendent. We network with superintendents about other qualified candidates who we will also contact. In other words, we work the phones and e-mails.

5. What involvement will District staff have in the search process? How much time will this take away from their other duties?

Answer:

The short answer is that the search process generally takes very little of the staff's time. The work of the search process is largely an activity for the Board, consultant and Board Secretary. Since the search for a superintendent often involves candidates who need confidentiality in the early stages, keeping the application process off-site with a consultant provides the candidates some comfort that their names will not be exposed prematurely to the existing staff. However, administrators and other staff or their representatives may be involved at various stages that might include:

- communications coordination
- implementing a marketing strategy
- interviews and focus groups for desired qualities and qualifications
- participation on a committee to screen applications
- observe candidate interviews
- accompany a finalist for a "day in the district"

6. What items are usually included in "costs and expenses" related to the search?

Answer:

The amount for costs and expenses the District can expect to spend (both District and consultant combined) varies depending on the scope of advertising, the geographic location of interview candidates, and the resources the District has available to assist with the search. However, as a "general rule" for most searches, the District can expect to spend an amount equal to no more than one-half the search fee for additional costs and expenses. However, in our experience the "costs and expenses" are frequently substantially less than the general rule usually not exceeding \$2,000-\$3,500 total even for larger districts.

Typical items of expense are:

- Fees for advertising/posting of vacancy
- Photocopy costs and supplies
- Travel expenses (mileage, meals, lodging) for consultant
- Interview candidate transportation and lodging costs

7. Describe the role of the School Board in the screening/selection process?

Answer: Ultimately, the Board makes the decision about who to interview after screening the applications. However, we strongly encourage the Board to seek the advice of a screening committee whose composition might include: administrators, other staff, and parent/community representatives. An effective screening committee size might be 15-18 others in addition to the Board members.

Usually, the Board members conduct the initial interviews. Sometimes, a few members of the screening committee are observers during the interview process. Observers do not ask questions - just observe. More eyes and ears during the interviews often results in a richer discussion by the Board when narrowing the field of interviewees to finalists.

8. How will our community and staff be involved in the search?

Answer: Community and staff engagement is a vital part of a successful superintendent search. Typically, we arrange a series of meetings with community groups, staff, students and others to explain the search process. At that meeting we also solicit suggestions and comments about the characteristics sought in the next superintendent. For those unable to attend one of the meetings, we provide an online survey with the same questions. We telephone interview local business and community leaders for the same purpose. This information is presented to the Board in a consultant's report to be used when deciding the qualities and profile characteristics sought for the new superintendent. Community members and staff will often also serve on the screening committee for applicants and participate as observers for interviews. When the finalist candidates are invited to the district for a "day in the district," the community and staff will have an opportunity to interact with the finalists and report their observations.

9. How do you take advantage of technology and social media to aid in the search?

Answer: We use electronic technology when it provides effective assistance in marketing the vacant position, contributes to finding the right fit, and is user-friendly. For example, we market the vacant position taking full advantage of a multi-media approach that includes online job postings, website information, online surveys, e-marketing and social networking. However, while we sometimes accept online applications from those candidates who choose that method, we also accept applications electronically in PDF format, traditional mail/UPS/FedEx, and personal delivery of a hard copy. In this respect we are candidate-friendly. For

some searches we set up an all-electronic application screening process allowing the application reviewers to do their work at their convenience. Note: this method requires extraordinary precautions to maintain confidentiality of application materials. While this method offers more convenience, we believe much of the value of screener interaction, discussion, and questions are lost in this method. Basically, we follow a technology rule of thumb that says, “use it if it works – otherwise don’t change just because it’s new technology.”

Section B

Firm Profile & Information



Greg McKenzie

Greg McKenzie, is an education consultant operating under the business name of *NextUp Leadership*, providing training, facilitation, executive search and assessment services for the education community and other local governments. He can say “been there - done that” adding a touch of real world experience to his services. Greg lives in West Linn, Oregon.

Education Board Service

2013- Present	OR Association of ESDs (OAESD) (Chair 2016, 2017)
2009- Present	Clackamas ESD board member (Chair, 2010-2012, 2017)
1987- 1995	West Linn-Wilsonville SD board member
1989- 1993	Oregon School Boards Association board member
1981- 1986	West Linn SD Budget Committee member

Employment

2008- Present	Education Consultant, <i>NextUp Leadership</i> Executive searches Board development training Facilitation
2002- 2008	Board Development – Oregon School Boards Assn. Leadership training Executive searches
1977- 2002	Business, property and litigation attorney

College Instructor

2006- 2013	Adjunct Professor, Lewis & Clark College Graduate School of Education and Counseling Models of Organizational Change
2001- 2005	Adjunct Professor, Embry-Riddle Aeronautical University Business Law & Ethics Aviation Insurance Aviation Law
1999-2002	Instructor, Clackamas Community College Real Estate Law
1992-1995	Instructor, Portland Community College Real Estate Law

Education

1977 Juris Doctor (JD), Northwestern School of Law – Lewis & Clark College
1968 Bachelor of Aerospace Engineering (BAE), Auburn University

Sample National Presentations

Iowa Association of School Boards Annual Conf. – “Managing Difficult Situations Successfully”
National School Boards Assn. Annual Conf. – “A Deeper Look at ... Leadership Skills for Dealing with Difficult People” (3 hr. workshop)
National School Boards Assn. Annual Conf. – "Essential Leadership Skills for Dealing with Difficulty People" (2 – 3 hr. workshops)
Illinois Assn. of School Boards Annual Conf. – (1) "Superintendent Evaluation: The Next Generation;" (2) "Transform Difficult People into 21st Century Leaders"
AESA Annual Conference – "Superintendent Evaluation: The Next Generation"
National School Boards Assn. Annual Conf. – “A Systematic Approach to Superintendent Evaluation, Goal Setting and Board Self-Assessment”
National Rural Education Assoc. – "Superintendent Evaluation: The Next Generation"
AESA Annual Conference – “Standards Based Superintendent Evaluation”
Illinois Assn. of School Boards Annual Conference – “From Difficult People to 21st Century Leaders”
Kentucky School Boards Assn. Leadership Institute – “From Difficult People to 21st Century Leaders”

Focusing on “whatever it takes” to move an organization to its next level of success, Greg helps diagnose problems and design a plan for improvement. Experienced as a facilitator, executive search consultant, leadership trainer, and lawyer, Greg brings a unique set of skills to his work. He has been involved with education for over 30 years. He has conducted over 150 chief executive officer and other school administrator searches with a belief that “finding the right fit” is the most important criteria. As a business attorney he has organized and advised hundreds of corporations, non-profits, trusts and partnerships. As a board development trainer, he has given hundreds of presentations and workshops for local, state and national organizations. As a facilitator he has assisted community groups, boards and staffs tackle the necessary planning to improve the performance of their organization and solve seemingly unsolvable problems.



Milt Dennison

Milt Dennison has 13 years of superintendent and administrator search experience in both Oregon and Washington. He also knows what it takes to be a successful superintendent having served as a K-12 superintendent in Washington, a K-6 superintendent in Oregon and an ESD superintendent. He brings valuable on-the-ground experience to the search team. Milt lives in Oregon City, Oregon.

Education

- 1980 Ed.D. Educational Administration and Curriculum, Univ. of Southern California
- 1975 M.A. Educational Administration, California State University, Sacramento
- 1970 B.A. Mathematics and Physical Education, Western State

College Education Employment

- 2016-2017 Interim Superintendent, Columbia Gorge ESD
- 2004-2016 Superintendent, Clackamas Education Service District
- 1993-2004 Superintendent, Camas School District (WA)
- 1986-1993 Superintendent, Canby Elementary School District
- 1984-1986 Director of Curriculum & Instruction, West Linn School District
- 1975-1984 Middle and Elementary School Principal

College Instructor

- 2011-2013 Adjunct Professor, University of Portland
Education Leadership Program
- 2006-2009 Adjunct Professor, Lewis & Clark College
Educational Leadership Doctoral Program
- 1986-1994 Adjunct Professor, Lewis & Clark College
Administrative Leadership, Community Relations

Education & Community Activities

- Oregon Teacher Standards and Practices Commission (2007-13)
- Oregon Association of Education Service Districts board member (Zone A Chair)
- Cascade Council of the Boys Scouts of America board member (Senior Vice-President)
- Washington State Association of School Administrators board member

Awards & Honors

- American Association of School Administrators “Civic Star Award”
- Camas-Washougal Chamber of Commerce “Citizen-of-the-Year”
- Camas-Washougal Rotary Club “Rotarian-of-the-Year”
- Washington Association of School Administrators “Award of Merit”



Mike Taylor

Mike Taylor has been superintendent for 3 different Oregon school districts: Riverdale SD; Parkrose SD; and Ontario SD spanning a period of 19 years. He also served as CEO for OBC-ACE Academy Charter School in East Multnomah County for 3 years. Mike has been an instructor at Concordia University, Graduate School of Educational Administration for several years. He was recognized as Educator of the Year by the Oregon Building Congress in 2007. Mike’s superintendent experience has covered both urban and rural environments west of the mountains and east of the mountains. Mike lives in East Multnomah County, Oregon.

Education Experience

2013	Interim Superintendent Riverdale School District
2008 – 2011	Director ACE Academy (Charter School)
2007 – 2008	Education Consultant (Oregon Building Congress)
1999 – 2007	Superintendent Parkrose School District
1994 – 1999	Superintendent Ontario School District
1990 – 1994	Principal Ontario High School

College Instructor

2004 – Present	Adjunct Instructor Concordia University Graduate School of Educational Administration
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Education

1982	Oregon State University & Western Oregon State College Master’s Degree in Counseling
1977	Western Oregon State College Master’s Degree in Interdisciplinary Studies (Education, History, Economics)
1975	Oregon College of Education Bachelor of Science Degree in Secondary Education



“Cec” Amuchastegui

Cecelia “Cec” Amuchastegui is an education consultant whose current activities include serving as a Chalkboard CLASS Coach and Collaboration Grant Coordinator. Before becoming a consultant, she was Superintendent of Klamath Falls City Schools for 6 years. She also had a variety of other administrator positions in Klamath Falls. Cec lives in Klamath Falls, Oregon.

Education Experience

2011-Present	Chalkboard CLASS Coach; Collaboration Grant Coordinator
2004-10	Superintendent Klamath Falls City Schools
2000-04	Director of Secondary Education/School Improvement Klamath Falls City Schools
1991-95	Elementary Principal, Klamath Falls City Schools

Education

1981	MS in Education (Mental Retardation) – Oregon College of Education
1974	BS in Elementary Education – Oregon College of Education

Community Service

Board of Directors: United Way
SMART State Executive Program Committee
Board of Directors: Klamath Community College Foundation
Board of Directors: Pelican Foundation
Regional Board Member: Oregon Community Foundation



Steve Kelley (OSBA)

Steve Kelley joined the **Oregon School Boards Association (OSBA)** staff in July, 2015 as Director of Board Development. He is responsible for Board training and also leads the Executive Search team. Steve has 36 years of experience in public education, including six years as superintendent of the South Umpqua School District. His career includes stops in Florida, Wyoming and New Mexico, and the last 18 years in Oregon. Steve lives in Turner, Oregon (south of Salem).

Education

Education Leadership Certification/Coursework
University of North Florida
University of Oregon
Master of Arts – Adult Education
University of South Florida
Bachelor of Science - Secondary Education
Flagler College (graduated Cum Laude)

Education Employment

2015-present Director of Board Development – OSBA
2009-2015 Superintendent – South Umpqua SD
2001-2009 Assistant Superintendent – Lebanon Community SD
2000-2001 Founding Principal – East Mountain Charter HS, Albuquerque PS (NM)
1998-2000 Middle School Principal – Uinta County SD (WY)
1995-1998 Middle School Principal/Asst. Principal – Nassau County SD (FL)
1982-1995 Teacher of math/science – Baker & Marion County SDs (FL)

Education & Community Service

Confederation of Oregon School Administrators
Oregon Association of School Executives
OASE Funding Coalition Subcommittee
Canyonville Lions Club “Educator of the Year” for 2012
Local service clubs including Chamber of Commerce and Elks



STATEMENT OF QUALIFICATIONS



The following information is provided about the search consulting business submitting this proposal:

1. Legal name & business address:

A. Gregory McKenzie
Window to Leadership, LLC (an OR limited liability company)
Dba NextUp Leadership
1470 Rosemont Road
West Linn, OR 97068-2931
Phone: 503-752-2438
E-mail: gregmckenzie@att.net
gregmckenzie@window2leadership.com
2. Tax Identification Number – 26-4330637
3. Window to Leadership, LLC is an active Oregon limited liability company organized in 2008 and providing executive search and board development services since 2008. The LLC has adopted the business name “NextUpLeadership.”
4. No claims are pending and none have filed against the limited liability company during the last 5 years.
5. The Vendor for school executive searches is A. Gregory McKenzie (Window to Leadership, LLC dba NextUp Leadership) who is the sole owner which subcontracts with other independent contractors on the Search Team to provide services. Window to Leadership, LLC dba NextUp Leadership has no employees.

NextUp Leadership

Central SD – 2017

Steve Love, Board Chair – 541-760-5028; slove@central.k12.or.us

Julie Sassor, Board Secretary – 503-606-2251

West Linn-Wilsonville SD - 2016

Keith Steele, Former Board Chair – 503-318-6867

Kathy Ludwig, Superintendent – 503-673-7034

Canby SD - 2015

Diane Downs, Former Board Chair – dkdowns@gmail.com

“Trip” Goodall, Superintendent – 503-266-7861

Centennial SD – 2017

Shar Giard, Board Chair - 503-666-7264

Connie Stewart, Executive Assistant - 503-760-7990

Dallas SD - 2015

Mike Blanchard, Board Chair – 503-510-4969

Michelle Johnstone, Superintendent - 503-623-5594

Coos Bay SD - 2016

James Martin – Board Member – 541-297-8115

Adrian DeLeon – Board Member - adriand@coos-bay.k12.or.us

Peggy Ahlgrim, Board Executive Secretary – 541-267-1310

Crook County SD - 2018

Doug Smith – Board Chair – 541-447-7004

Sara Johnson - Superintendent - 541-416-9962

Jan Martin – Board Secretary – 541-416-9963

Oregon School Boards Association

North Marion 15 SD – 2017

Patrick McArthur, Board Chair - patrick.mcarthur@nmarion.k12.or.us

Ginger Redlinger, Superintendent – ginger.redlinger@nmarion.k12.or.us; 503- 678-7100

Jefferson County 509J SD – 2017

Laurie Danzuka, Board Chair – ldanzuka@509j.net

Ken Parshall, Superintendent – kparshall@509j.net; 541-475-6192

Pleasant Hill 1 SD - 2017

Wylda Cafferata, Board Chair – wyldac@gmail.com; 541-937-3114

Scott Linenburger – Supt. – slinenberger@pleasanthill.k12.or.us; 541-746-9646

Klamath County SD – 2018

John Rademacher, former Board Chair- 541-891-4839

Denise Kandra, Board Chair – 541-798-5123

Glen Szymoniak , Superintendent – szymoniakg@kcsd.k12.or.us; 541-883-5000

Forest Grove SD – 2018 (Joint search with NextUp Leadership)

Kate Grandusky, Board Chair – kgradusky@fgsd.k12.or.us; 503-359-5746

Dave Parker, Superintendent, - 503-359-2427

OSBA

2018

Cove SD
Oakridge SD
Reedsport SD
Klamath County SD
Forest Grove SD (joint project)
S. Lane SD (Interim)
Jefferson SD (Interim)
Wallowa SD (Interim)
Days Creek SD
Mitchell SD

2017

North Marion SD
Jefferson County SD 509J
Pleasant Hill SD

NEXTUP LEADERSHIP

2018

Crook County SD
Tigard-Tualatin SD
Forest Grove SD (joint project)
Kelso SD (WA)
Churchill County SD (NV)
John Day SD
Burnt River SD
Nevada State High School (NV)
Tacoma PS (WA)
Scappoose SD
Riverdale SD
Nevada Assn of School Boards (NV)

2017

Ashland SD
Paisley SD
Central SD
Centennial SD
Pendleton SD
Prospect SD
Mosier Community School
Tacoma PS (WA)

NEXTUP LEADERSHIP (Cont'd)

2016

Clackamas ESD
Coos Bay SD
Pendleton SD
Port Orford-Langlois SD
Prospect SD
Reedsport SD
South Umpqua SD
Sutherlin SD
Knappa SD
West Linn-Wilsonville SD
Camas SD (WA)
Gladstone SD
OAESD

2015

Greater Albany SD
Dallas SD
Canby SD
Banks SD
Philomath SD
Brookings-Harbor SD
Roseburg SD
Knappa SD
Sisters SD

2014

Lincoln Co. SD
Perrydale SD
Fern Ridge SD
Monroe SD
Gervais SD
Three Rivers SD
Estacada SD

What Boards Have Said

“From the beginning, Greg’s expertise and flexibility served as a strong foundation to build a strong, customized search that was fiscally responsible, efficient and effective in attracting quality candidates for the position. Greg clearly understood the marketplace for Superintendents as well. He understood the importance of ensuring their confidentiality throughout the process- and was a true professional in standing firm to this practice.”

Hillsboro School District
Enrollment: 20,200

“I wish to thank you for facilitating a flawless superintendent search for the Philomath SD. The process was thorough, methodical, and well organized. It made the administrative effort for the School Board as minimal as possible while creating excellent community engagement. Most notably, by all measures it created an excellent result.”

Philomath School District
Enrollment: 1,700

“Greg McKenzie has been wonderful to go thru this process with. He is always informative, never flustered and a perfect gentleman to work with.”

Vernonia School District
Enrollment: 720

“Our facilitator (Greg McKenzie) did a great job of keeping us from getting bogged down in the unimportant (search) details – and even some important ones we managed to overcome/solve with his assistance.”

Gaston School District
Enrollment: 525

"Everything – from beginning to end of the search was done well. Communication was great. Kept the Board Secretary and Board Chair well informed throughout the entire search process. Consultant availability for questions and quick response were excellent. Greg is truly a professional who is very knowledgeable, detail oriented, and awesome to work with. Greg knows how to be diplomatic but yet get the point across and bring the many different personalities of board members together."

Fern Ridge School District
Enrollment: 1800

What Candidates Have Said

“Thanks for your honesty. Among search consultants with whom I have worked you are clearly in the top tier. Please do keep me in mind for other openings you’re handling. I enjoyed working with you also. You may not be aware of how unique your responsiveness is.”

Nick F.
Fall River, MA

Section C

Fee Structure



PRICING
Executive/Superintendent Search Services

Basic Contract Fee: \$9,500 includes:
 Scope of Work services described in Contract for Services
 Basic job vacancy advertising package

Reimbursable Costs & Expenses: (actual costs)
 National advertising on online job boards (when agreed by District)
 Mileage to & from District for meetings
 Lodging for overnight in-district visits
 Meals while in-district for search activities
 Photocopying expense for reports and handout materials
 Office supplies provided for search

Guarantee: If for any reason within the first 2 years following appointment, the selected candidate departs the position, OSBA and NextUp Leadership will assist in selecting a replacement without additional cost to the Basic Contract Fee, so long as the Scope of Work remains the same and the District has followed the recommendations of Consultants to complete the search process as outlined herein including the follow up Transition Plan.

Proposer Signature:

A. Suggs on Kenzie

Owner

 Signature

 Title

Window to Leadership, LLC, dbaNextUp Leadership

 May 2, 2019

 Company

 Date

1470 Rosemont Road

 West Linn, OR 97068

 Street Address

 City/State/Zip

503-752-2438

 N/A

 Phone

 Fax

gregmckenzie@att.net

 Email address

Oregon State Unified Business Identifier Number (UBI) 1415125-9

Federal Tax Identification Number 26-4330637

SAMPLE SEARCH CONTRACT FOR SERVICES

Parties: **A. Gregory McKenzie (“Contractor”)**
Window to Leadership, an Oregon Limited Liability Company
dba **NextUp Leadership (NextUp)**
1470 Rosemont Road
West Linn, Oregon 97068

Oregon School Boards Association (OSBA) (“Contractor”)
An Oregon Non-Profit Corporation
1201 Court St., NE, Suite 400
Salem, Oregon 97301

Philomath School District (“District”)
1620 Applegate St
Philomath, Oregon 97370-9328

1. **Services. Contractors** mutually agree between themselves and together agree to provide Executive Search professional services to the **District**.

2. **Scope of Work.** The scope of the services provided by Contractors will include search consulting, facilitating, recruiting and transition services associated with a superintendent search with the position beginning work on July 1, 2020, including:
 - Attending meetings with the Board, staff, students, and community groups as necessary to carry out the search plan.
 - Working with the District leadership to establish a search calendar, facilitate meetings with Board, staff, students and community members to establish candidate qualities and qualifications, and establish a process to be used by any in-district candidates.
 - Preparing and distributing search forms and promotional material needed for collecting applications and advertising the vacancy both within the State of Oregon as well as regionally and nationally as agreed with the District.
 - Managing candidate applications and information; assist with screening applications; assist with organizing interviews; provide Board members with guidelines for interviews and reference checks; conduct reference checks at the Board’s request; organizing site visits when requested; and keeping applicants informed of their status during the search process.
 - Providing a superintendent contract review with written analysis of the existing superintendent’s contract by an OSBA member services attorney.
 - Conducting a series of board/superintendent workshops (up to 12 hours of professional development conducted by OSBA) to create and execute a Transition Plan for establishing a solid foundation for the new leadership team over the first three (3) to six (6) months of the new superintendent’s contract.

3. **Term.** The term of this Agreement shall begin on **May 2, 2019**, and continue until:
 - completion of Scope of Work outlined above
 - ending date of _____

4. **Basic Fee for Services.** District will pay a basic fee for Contractor services as follows:
 - flat fee up to, but not exceeding **\$9,500.00**
 - hourly rate of \$165/hr. for professional time
 - hourly rate of \$70/hr. clerical support services

SAMPLE SEARCH CONTRACT FOR SERVICES

5. **Expenses.** District will reimburse Contractors for Contractors' expenses incurred while providing services on the basis of actual expenses incurred including:
- mileage (at the federal rate)
 - lodging
 - meals
 - photocopying, supplies, printing, postage & shipping costs
 - air transportation
 - ground transportation (rental car)
 - advertising/posting fees beyond basic package as agreed by District
6. **Terms for Payment.** OSBA will provide fiscal services for the performance of this Agreement. District agrees to pay billings within 30 days after invoice on the following schedule:
- A. One-half of the Basic Fee (\$4,750.00) upon execution of this agreement.
 - B. The remaining one-half of the Basic Fee (\$4,750.00) plus all applicable expenses incurred in Section 5 above will be invoiced when the search is concluded.
7. **Independent Contractor Status.**
- A. Each Contractor is an independent contractor. This Agreement shall not be construed to establish an employer-employee relationship between the District and the Contractors, including subcontractors or employees thereof. Contractors are free to contract with other parties on other matters. Contractors will not receive any benefits normally accruing to District employees unless required by applicable law.
 - B. The manner of providing these services are under sole control of Contractors, including providing all tools and equipment necessary for the performance of these services. The services provided must, however, meet the general approval of the District and shall be subject to the District's general right of inspection and supervision in order to secure satisfactory performance.
 - C. Contractors, in carrying out the services provided under this Agreement, are not employees of District, and as such accept full responsibility for any taxes or other obligations associated with payment for services under this Agreement.
 - D. None of the services covered by this Agreement shall be subcontracted without prior written consent of the District. Contractors shall be fully responsible to the District for all acts and omissions of any subcontractor, employee, agent or servant, whether employed directly or indirectly by Contractors. **Steve Kelley (OSBA), Greg McKenzie, Mike Taylor and Milt Dennison (NextUp)** and may provide primary consulting services to District for this search.
8. **Worker's Compensation.** Contractors shall comply with state worker's compensation law for all employees who work under the terms of this Agreement. If Contractors hire employees, they shall provide District with certification of Workers' Compensation Insurance, with employee's liability in the minimum of \$100,000 upon request by District.
9. **Termination of Agreement.** This Agreement may be terminated under the following conditions:
- A. By written mutual agreement of all parties and may be immediate.
 - B. Upon ten (10) calendar days written notice by any party to the other.
 - C. Immediately on breach of contract.
 - D. Upon expiration of the term specified above.

If this Agreement is terminated prior to the expiration date, District shall pay Contractor for services provided prior to the termination.

SAMPLE SEARCH CONTRACT FOR SERVICES

10. **Standard of Services.** Contractors agree to perform services with a standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that Contractors must perform the services based in part on information furnished by District and that Contractors shall be entitled to rely on such information. Contractors agree that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement. District agrees not to take any action which will adversely interfere with Contractors' ability to perform to this standard.

11. **Guarantee.** Provided the District follows the steps outlined in the search process proposed by Contractors, but a new chief executive officer is not hired, or if the new chief executive officer leaves for any reason prior to completing two (2) years of service and the District has followed the Transition Plan proposed by OSBA, Contractors will conduct a new search for the cost of expenses only.

12. **Written Notice.** Any notice of termination or other communication having a material effect on the performance of this Agreement shall be served by U.S. Mail or by confirmed e-mail delivery on the signatories listed below at the addresses listed above.

It is agreed. Date: May 2, 2019

WINDOW TO LEADERSHIP, LLC (Contractor)
(dba NextUp Leadership)



A. Gregory McKenzie, President

It is agreed. Date: May 2, 2019

OREGON SCHOOL BOARDS ASSOCIATION (Contractor)

Steve Kelley, Director of Board Development and Executive Searches

It is agreed. Date: _____

PHILOMATH SCHOOL DISTRICT (District)

Jim Kildea, Board Chair