



## PROPOSAL FOR SUPERINTENDENT SEARCH SERVICES

Date: \_\_\_\_\_

To: *Estill County Board of Education*

**Kentucky School Boards Association ("KSBA")** hereby submits this Proposal in accordance with KRS 160.352. School districts are required by this administrative regulation to appoint a screening committee to facilitate the selection of a new superintendent.

**The purpose of this Proposal** is to set forth the **services offered** by KSBA in serving as a facilitator for the Superintendent Search services and the **cost** for such services. The facilitator does not select nor hire the new superintendent; all decisions related to the hiring are made by the screening committee and local board of education.

**Services offered:** In consideration for payment of the fees set forth below, KSBA as Facilitator shall:

- \* Provide the board with advice regarding the legal requirements relating to search.
- \* Help define criteria for the superintendent.
- \* Develop a timeline for all search activities.
- \* Develop advertising materials and/or handle advertising.
- \* Handle correspondence throughout the process.
- \* Recruit applicants.
- \* Provide expertise regarding the job market and candidates.
- \* Assist the screening committee with the screening process.
- \* Prepare an interview guide.
- \* Assist the board with interview techniques and process.
- \* Provide a source of expert advice and assistance.

**Fee Schedule:** The facilitator services are offered at the following rate.

**Facilitator Services:                      \$6000 Fee plus mileage**

This fee includes all developmental work and meetings related to the service and attended by the facilitator.

**Thank you very much for your interest in the Superintendent Search Facilitator Service.** If you have any questions or concerns, please contact Tim Eaton at 606-275-5241 or by email at [Tim.Eaton@ksba.org](mailto:Tim.Eaton@ksba.org)

This action was approved by the \_\_\_\_\_ Board of Education on \_\_\_\_\_ with board action item number \_\_\_\_\_.

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Chair of the Board of Education

Date

KSBA Facilitator

Date