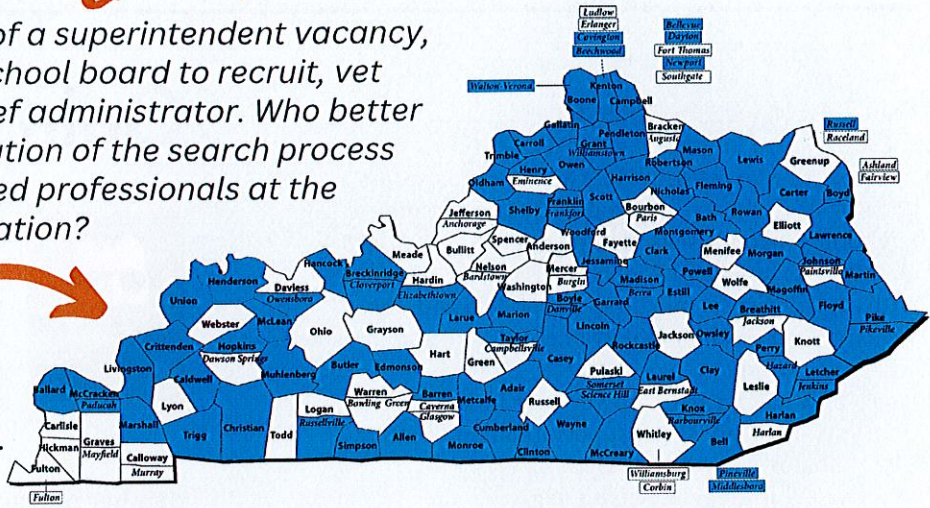


SUPERINTENDENT SEARCH *Service*

“Guide and seek.” In the event of a superintendent vacancy, Kentucky law requires a local school board to recruit, vet and hire their district’s next chief administrator. Who better to support boards in the facilitation of the search process than the experienced and trusted professionals at the Kentucky School Boards Association?

As **Kentucky’s leading superintendent search service provider**, KSBA has partnered with **100+ districts on 160+ successful searches since 2010.**



What sets KSBA apart?

In addition to our experienced consultants across the state **dedicated exclusively to searches**, KSBA's legal, policy, communications and board training staff all stand ready to help your district achieve success.

KSBA is the **only organization in Kentucky dedicated to the success of local school boards.** We'll always have your board's best interests at heart – before, during and long after the search.

KSBA provides boards with annual state-mandated **training for superintendent evaluation.** That expertise contributes directly to our approach to helping you find the best candidates to move your district forward.

KSBA offers **5** phases of support:

- 1 Search plan development
- 2 Advertisement & recruitment
- 3 Screening Committee facilitation
- 4 Board interviews
- 5 Appointment

*“There are so many components in conducting a superintendent search. **KSBA’s guidance made our search seamless and extremely efficient.** I highly recommend KSBA’s service!”*

Julie Webb-Fisher
Bellevue Independent Board Member

Contact KSBA today to learn more about the superintendent search process and to be connected with one of our experienced search consultants.



KSBA
KENTUCKY SCHOOL BOARDS ASSOCIATION

859.991.4932

SuptSearch@ksba.org

KSBA.org

KSBA Superintendent Search Service:

KSBA's dedicated Superintendent Search consultants share a total of 96 years – almost a century – in public education as educators and administrators and, together, have facilitated 100 searches and counting. Meet our seasoned professionals who work closely with and for school boards as they grapple with arguably their most important decision: the selection of a chief administrator.

Learn how KSBA can empower your board team next time you are faced with a superintendent vacancy. Visit ksba.org/supersearch.aspx or contact SuptSearch@ksba.org.

Quin Sutton



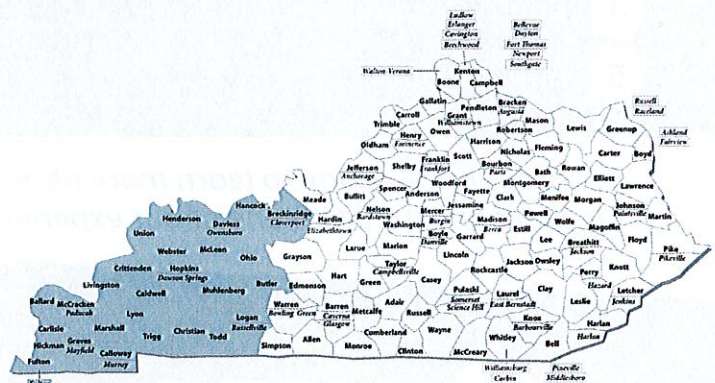
Bio: 29 years as an educator and administrator in Kentucky public schools. Began his education career as an agriculture teacher. Later served as athletic director, assistant principal, principal, director of federal programs, director of pupil personnel and assistant superintendent. Served as superintendent for multiple districts.

Number of searches: 12

Search region: Western Ky.

Words of wisdom: "One big challenge that districts and superintendent candidates face is keeping the applicant pool confidential. Through KSBA's search service, all applications are submitted electronically to our office in Frankfort. Because of the confidential nature of our process, I feel more candidates are likely to apply, giving the school board a broader applicant pool from which to choose a qualified superintendent."

Feedback: "I have been involved in a couple superintendent searches as a board member and the assistance we got from KSBA was a turnkey model covering all governing laws, policies and a step-by-step process ready for us in a timely manner to make it a very stressless path for hiring!" – *Rajiv Johar, board member, Muhlenberg County*



Meet the team

Don Martin



Bio: 35 years as an educator and administrator in Kentucky public schools. Began his education career as a high school social studies teacher. Later served as coach, instructional supervisor, food service director; transportation director; building and grounds director and principal. Served as superintendent and interim superintendent for multiple districts, training director for the Kentucky Center for School Safety and facility planning consultant.

Number of searches: 34

Search region: Northern Ky.

Words of wisdom: "I advise boards of education to keep an open mind on filling the superintendent position. Regardless of if the successful applicant comes from within the district or from outside the district, the new superintendent will benefit immensely from the credibility of an open, objective search process."

Feedback: "I have had the opportunity to serve on two KSBA Superintendent Search Committees for my district and greatly enjoyed each experience. Mr. Martin led each of ours, providing clear and concise communication as well as great organization to help us understand the search process. KSBA's role in leading our searches facilitated great conversation among our members and helped to develop a vision for what our district needed in a leader." – *William Yager, teacher, Carroll County Schools*

Tim Eaton



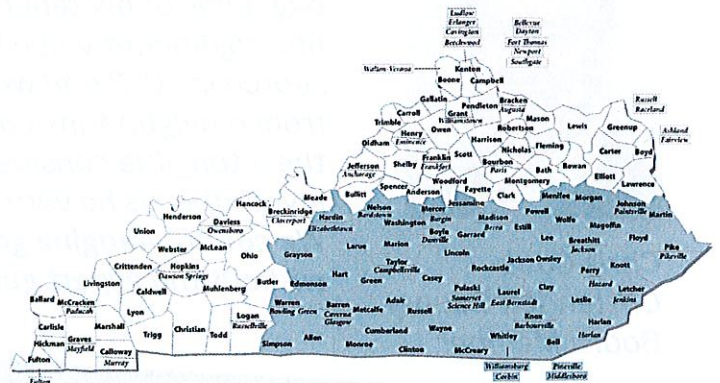
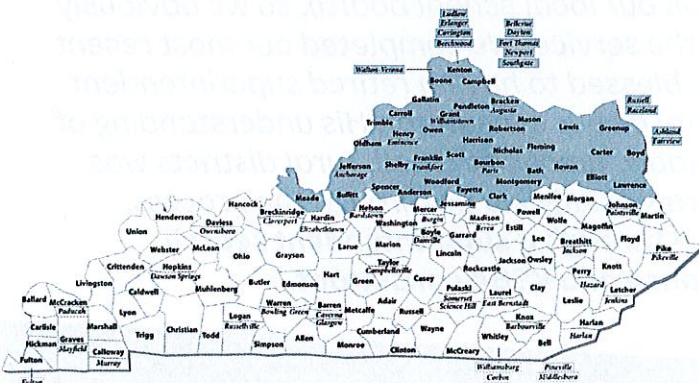
Bio: 32 years as an educator and administrator in Kentucky public schools. Began his education career as an elementary physical education teacher. Later served as assistant principal, principal, transportation director and assistant superintendent. Served a decade as superintendent. Named 2004 Outstanding Superintendent by the Kentucky Educational Development Cooperative.

Number of searches: 54

Search region: Southeast/Southcentral Ky.

Words of wisdom: "In broad terms, I always talk to boards about finding the right fit for their particular district. Strong communication skills are a must along with a passion for kids."

Feedback: "Selecting the right superintendent is a pivotal decision and that is why we chose to utilize KSBA'S Superintendent Consulting service. Tim Eaton was exemplary in his commitment to making sure that we identified, vetted and presented top-tier candidates who could lead with vision, dedication and expertise. His comprehensive approach, commitment to diversity and outstanding communication skills aided in making sure that we secured the best leadership for our students and our community." – *Carolee Lloyd, administrative assistant to the superintendent, Adair County Schools*





KSBA SUPERINTENDENT SEARCH *Service*

What makes a superintendent search successful?

Neutrality: As objective, third-party facilitators, KSBA consultants will help instill public confidence in the process and ensure boards meet both their statutory requirements and the community's expectations for transparency.

Attention to detail: KSBA will be on-site in the district for all meetings unless otherwise directed. Your search consultant will work closely with district liaisons, the screening committee and the Board of Education throughout the entire process. Your board team can count on an effective balance of best practices and customization.

Experience: No organization in Kentucky has facilitated more superintendent searches than KSBA. Our experienced search consultants and association staff have served school boards and their districts for 30 years. (See map for summary of districts that have utilized KSBA's service since 2010.)

Confidentiality: A major concern for many prospective superintendent applicants and the districts to which they are applying is the sensitive nature of the search. Discretion is important. KSBA's secure online application platform enhances confidentiality and efficiency for both the applicant and the district.

Trust: Our primary function is to represent the interests of the local Board of Education. As members, KSBA is a name you know with a reputation you trust. Our professionals will be there before, during and long after your search.

Affordability: The complete cost of a KSBA-facilitated search to the district is \$7,000 (plus consultant mileage). Selection of a superintendent is among the most important responsibilities of local Boards of Education, requiring adequate investments of time, expertise and limited resources.



Chris Cook
Crittenden County
Board Member

"Crittenden County Board of Education has used the KSBA Superintendent Search Service multiple times since 2005 (the beginning of my tenure on our local school board), so we obviously find significant value in the service. We completed our most recent search in 2022 and were blessed to have a retired superintendent from a neighboring county as our consultant. His understanding of the intangible considerations unique to small, rural districts was invaluable as he very strategically led us through the process.

We cannot imagine going through a superintendent search without the expert guidance of a KSBA consultant."



859.991.4932



SuptSearch@ksba.org



KSBA.org



PROPOSAL FOR SUPERINTENDENT SEARCH SERVICES

Date: _____

To:

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: \$7000 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 Don.Martin at 859-991-4932 or by email at Don.Martin@ksba.org

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

Chair of the Board of Education Date KSBA Facilitator Date