

**ABERDEEN SCHOOL DISTRICT NO. 5  
ABERDEEN, WASHINGTON**

Special Meeting of the Board of Directors  
Board Room, Administration Building  
November 29, 2016

**SPECIAL MEETING AGENDA**

3:30 p.m. Call to Order

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1. Contract Review

- a. At this time, the Board will consider the terms of a contract with Northwest Leadership Associates, which is the lead finalist to act as consultant in the search for a new superintendent.
- b. Discussion and scheduling of meeting with search consultants to develop announcement of position opening.

2. Next Meeting

- a. The next meeting of the Board is a regular meeting scheduled for 5 p.m. Tuesday, December 6, in the Community Room at Aberdeen High School.

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**Letter of Agreement**  
Between the  
**Aberdeen School District**  
and  
*Northwest Leadership Associates*  
For

**Consulting services to assist the District in the recruitment, selection and employment of a Superintendent of Schools**

**I. Purpose and goals**

The purpose of this letter of agreement is to define the terms under which Northwest Leadership Associates will assist the Aberdeen School District Board of Directors recruit, select, and employ a Superintendent of Schools.

**II. Responsibilities of *Northwest Leadership Associates***

Under the terms of this agreement, Northwest Leadership Associates will:

**A. Phase I (Preparing for the Search)**

1. Meet with the Board to develop a preliminary draft of the vacancy announcement and decide the process for gathering input from students, community, and staff.
2. Meet with selected groups and individuals to further define qualities that should be sought in candidates for the superintendent's position.
3. Meet with the Board to consolidate input gathered in staff/community/students meetings and determine its role in the selection process
4. Prepare initial draft of vacancy announcement and make revisions as needed until approved by the Board.

**B. Phase II (Recruiting and Screening Candidates)**

1. Email recruitment information to potential candidate and those who might know of potential candidates in Washington, Oregon, Idaho, and nationally.
2. Contact a wide range of current superintendents, assistant superintendents, principals and others with potential knowledge of strong candidates for the position.
3. Identify, contact, and encourage potential candidates who might not otherwise be aware of the position.
4. Screen all valid applications; verify references of all candidates who appear to meet the position requirements; conduct screening interviews, via telephone or in person, of all candidates to be recommended to the Board.

**C. Phase III (Interviewing Candidates)**

1. Meet with the Board to discuss all qualified candidates and recommend four to ten of the best qualified candidates from the applicant pool; assist the Board in deciding which candidates to invite to the District for interviews.
2. Recommend to the Board appropriate interview questions and procedures; assist in scheduling and arranging interviews.
3. Assist with arrangement for Board visitations to candidates' districts.

**D. Phase IV (Making the Selection)**

1. Meet with the Board to facilitate the evaluation of each candidate and their "fit" with the District.
2. Notify all unsuccessful candidates of the Board's decision.
3. Upon request by the Board, assist with contract negotiations with the successful candidate.

All phases of the work shall be conducted in a professional and timely manner.

**III. Compensation**

A fee of eleven thousand, eight hundred dollars (\$11,800) plus reimbursement for agreed upon expenses will be paid to *Northwest Leadership Associates* by the District for the work performed under this agreement. The only anticipated additional expenses will consist of consultant travel to the district. Consultant's travel expenses will be billed separately and are to be paid directly to them.

**IV. Termination of the Agreement**

Either party may unilaterally terminate the contract upon delivery of written notice. Northwest Leadership Associates shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

**V. Performance guarantee**

If no acceptable candidate accepts the position or the selected superintendent resigns the position or is dismissed by the Board for cause during the first two years of his/her employment, Northwest Leadership Associates will conduct a comparable search for a replacement without charge, but will be reimbursed for appropriate expenses associated with the new search.

**VI. Entire Agreement**

This document constitutes the entire agreement of the parties and may not be modified except by written agreement of the parties.

The Aberdeen School District hereby agrees to engage the services of Northwest Leadership Associates in accordance with the terms of this Letter of Agreement to assist the District in a search for a Superintendent of Schools to begin service July 1, 2017.

For the  
**Aberdeen School District:**

For  
**Northwest Leadership Associates:**

*Dennis Ray*

\_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Dennis Ray, President

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

Date: November 21, 2016