



Clinton Board of Education Special Meeting  
Friday, December 13, 2019 10:30 AM  
Administration and Technology Center  
1720 Opal Ave  
Clinton, Oklahoma 73601

1. Call to order and roll call.
2. Possible consideration and action regarding the Board's Superintendent search process.
3. Possible action to begin a contract with an entity or organization to assist in the Board's Superintendent search process.
4. Possible discussion and board action regarding the characteristics and criteria to be utilized in the search for a superintendent.
5. Adjourn.

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Donna Warnick, Minutes Clerk

If you need any special assistance to enter the premises or if you need any special consideration for any portion of this meeting, please call 323-1800 at least 10 hours prior to the start of the meeting.

This agenda was posted on the West side of the front door of the Administration and Technology Center on Friday, 4:00 p.m.

## Clinton Public Schools

### Notice of Superintendent Search Stakeholder Survey

The Oklahoma State School Boards Association is assisting the Clinton School District in the search process to hire a superintendent. The Clinton Board of Education and the OSSBA are asking for district and community stakeholder's input. Please provide your thoughts regarding the desired qualities and characteristics of your next superintendent via this anonymous survey:

<https://www.surveymonkey.com/r/2020ClintonSuptSearch>



Opens 1-13-20

Closes 1-31-20

Clinton Public Schools  
Superintendent Search\_2020

**Getting Started Board Task List**

**DRAFT Timeline:**

Board approved search proposal	12-13-19
Board president sign and email MOU to stephanieh@ossba.org	
Materials to OSSBA marketing team	1-3-2020
Board Focus Forum	1-6 or 1-7 or 1-8 or 1-13
Post Opening	1-13-20
Host Q & C Community Forums	TBD
Open Online Community Survey	1-13-20
Close Online Community Survey	1-31-20
Close Opening	2-14-20
Application Review Meeting w/ OSSBA	2-18-20
Round 1 Interviews	Week of 2-24-20
Due Diligence Screening	TBD
Round 2 Interviews	Week of 3-2 or 3-9
Negotiate Contract	
Hire	March 2020

1. Complete the excel spreadsheet and email to [stephanieh@ossba.org](mailto:stephanieh@ossba.org)

**Contact Information Needed:**

Board Members

- Full Name
- Board Position
- Email Address (frequently checked)
- Cell Phone Number

District Contact (superintendent assistant or minutes clerk)

- Full Name
- Position
- Email Address
- Work number and extension
- Cell number

Clinton Public Schools  
Superintendent Search\_2020

**Getting Started Board Task List**

2. **Materials to OSSBA. Email to [kellyr@ossba.org](mailto:kellyr@ossba.org) and [stephanieh@ossba.org](mailto:stephanieh@ossba.org)**
- Point of contact name and contact information
  - Points of Pride (3-4 bullet point reasons to lead your school, a "Chamber of Commerce advertisement" so to speak)
  - Logo, student photos, etc.
  - District description
    - how many sites
    - how many students
    - number of employees
    - overall budget
    - one athletic success
    - one fine arts success
    - one sentence about student achievement
  - Job description – optional

**3. APPROVE OR SEND REVISIONS**

**Two Qualification and Characteristic (QC) Statements will be included in the application, providing the board a quick look at the applicants' writing style, depth of thought, and experience level.**

**EXAMPLES**

- Provide evidence that demonstrates you are a leader with successful record managing school finance, facility improvement, bond issues and construction projects.
- Describe your experiences in leading a diverse student population so that all are successful, regardless of their socio-economic status and/or ethnicity.

**Getting Started Board Task List**

**Additional Fee Services**

**4. Marketing Package**

- News releases (delivered electronically)
  - Announcing the hire of OSSBA, outlining the search timeline, and stakeholder opportunities
  - Announcing hire
- Community forum flyer (delivered electronically)
- Internal hire announcement (delivered electronically)

**5. Stakeholder Forums. OSSBA will facilitate up to 4 sessions per day.**

\*Board member(s) are welcome to attend

**Sample Schedule and Stakeholder Groups**

- \*Business/Community Leaders                      Noon
- Administrators                                              Mid afternoon
- Staff                                                              After school
- \*Community at large                                      Early evening

**Location/Venue Requirements**

- Comfortable space that encourages conversation (prefer round tables that seat 4-6)
- Wi-Fi accessibility
- Microphone
- Projector
- Screen

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Marketing Package    \$750.00  
Community Forums    \$1,200 per day, includes 4 forums / \$500.00 per forum over 4

Memorandum of Understanding  
OSSBA Executive Search Services

The OSSBA will:

- I. Work with the Board of Education to establish a search timeline
- II. Marketing and Advertising
  - o Develop marketing materials and outline search procedures
  - o Create unique district search webpage on OSSBA website
  - o Distribute vacancy notifications
- III. Gather essential qualifications and characteristics desired of the district's incoming superintendent
  - o Board members via discussion with search consultant
  - o Stakeholders via online survey
- IV. Post opening and manage applications through online application management system
- V. Manage Applicants and the Search Process
  - o Recruit candidates who meet the Board's criteria
  - o Respond to inquiries regarding the vacancy
  - o Provide sample contract and comparable salary/benefit schedule
- VI. Provide Interview Concierge Service
  - o Schedule interview dates/times with selected candidates
  - o Notify applicants who were not selected as finalist
  - o Provide interview guidelines for Board members
  - o Facilitate two days of interviews with board members
- VII. Provide Board with reference check guidelines

Search Service Fee \$8,000.00

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Additional costs based on services provided:

- |                                  |                                                                |
|----------------------------------|----------------------------------------------------------------|
| 1. Marketing Package             | \$750.00                                                       |
| 2. Additional Targeted Marketing | actual cost                                                    |
| 3. Community Forums              | \$1,200 per day, includes 4 forums / \$500.00 per forum over 4 |
| 4. Interview Concierge           | \$500.00 per day over 2 days                                   |
| 5. Interview Concierge           | actual cost of search consultants travel expenses              |
| 6. Candidate Travel              | actual cost                                                    |
| 7. Due Diligence Screening       | actual cost - determined by package selection                  |
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\_\_\_\_\_  
District

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
OSSBA Search Consultant

\_\_\_\_\_  
Date