

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING AGENDA STATEMENT**

NO: 11c

REGULAR MEETING OF: March 26, 2025

ITEM TITLE:

Motion to approve a contract with Association of Alaska School Boards (AASB) for a Superintendent search.

SUBMITTED BY: Chloe Hall, School Board Clerk

CONTACT PERSON/TELEPHONE:

Daniel Schuler, 907-247-2116
Business Manager Phone

APPROVED FOR SUBMITTAL:

Michael Robbins, 907-247-2109
Superintendent Phone

SUMMARY STATEMENT: The Board will consider whether to contract with the Association of Alaska School Boards to conduct a superintendent search.

ISSUE: The Board of Education is responsible for the recruitment, selection, supervision, retention, and evaluation of the Superintendent of Schools position.

BACKGROUND: Superintendent Michael Robbins submitted his resignation on March 17, 2025, effective June 30, 2025. The Board of Education will engage a formal process for seeking a permanent Superintendent and is evaluation the potential of contracting for services to facilitate the search and selection process. The Association of Alaska School Boards (AASB) offers such services and can be contracted with to conduct a superintendent search. The association offers several levels of involvement in that process. That information is attached, as well as a proposal if the Board decides to move ahead with a full search. This will also include JoAnn Henderson from AASB via Zoom, speaking to the board about the process, and answering any questions.

RECOMMENDATION: Approval of a contract with AASB to conduct a Superintendent search.

FISCAL NOTE: Contracted services amount of \$14,790, plus reimbursement of reasonable expenses including travel, lodging, meals.

ATTACHMENTS:

AASB Contract Proposal

RECOMMENDED ACTION: "I move that the Board of Education approve a contract with AASB for services to conduct a superintendent search, in the amount of \$14,790, plus reimbursement of reasonable expenses including travel, lodging, meals."



Executive Search Proposal

Presented to



**Ketchikan Gateway Borough
Board of Education**

March 17, 2025

Helping Your Board Create Opportunity from Change

Executive Search Service

March 17, 2025

Jordan Tabb, Vice President
Ketchikan Gateway Borough School District
333 Schoenbar Road
Ketchikan, AK 99901

Dear Vice President Tabb,

Thank you for the opportunity to provide you with information regarding the AASB Superintendent Search process. We offer a full slate of services to assist school boards in one of their most important decision-making processes. The enclosed proposal outlines those services.

Our Association has a long history of serving school districts, and we are proud of our track record in assisting many Alaska school boards in their selection process. Our search team includes a former district administrator and former school board members who have experience undergoing superintendent searches in our previous districts. We know that it is school boards who must make the necessary decisions to complete a successful search. Our goal is to help your Board find the best possible candidate, an individual who most closely matches the selection criteria you adopt for the search and who is committed to improving student achievement in your district.

Please note, too, that our proposal includes an additional facilitated workshop with the Board and new Superintendent to be scheduled at your convenience in the six months following the start date. This workshop helps support the working relationship between the Board and Superintendent and reflects our ongoing commitment to helping school boards in Alaska practice excellent governance.

The professional fee for this service is \$14,790. This fee includes all of the components described in the attached document, subject to adjustments necessary to meet the specific needs of the Ketchikan Gateway Borough School District. Reimbursement to the Association is required for actual out-of-pocket expenses and any paid advertisements needed for the search.

Please review the Scope of Services following this letter. Please sign the Memorandum of Agreement and return it to me if it is satisfactory. If you have any questions or need further clarification, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Katie Oliver', with a stylized flourish extending to the right.

Katie Oliver
Associate Executive Director

ASSOCIATION OF ALASKA SCHOOL BOARDS
Executive Search Service



koliver@aasb.org



THE SEARCH PROCESS

The Association of Alaska School Boards (AASB) has a long history of successfully assisting school boards in selecting superintendents. This success has been grounded in providing a local-control-based search process, quality reference, and background information, an extensive state and national network of contacts, and state and national advertising options (when selected by a district).

Throughout the entire process, AASB emphasizes that the search shall be objective, fair, confidential (subject to applicable Alaska Law including the Public Records Act and the Open Meetings Act), and reflective of the criteria and wishes expressed by the Board. The AASB search consultant does not become involved in selecting your new superintendent but rather facilitates the Board's selection.

SCOPE OF SERVICES

1. Superintendent Search Initiation

a) Develop Your Action Plan

The superintendent selection process is tailored to the needs of your school board and district. The search consultant will assist the Board in developing an action plan covering all aspects of the search, which can include but not be limited to:

- Develop a strategic timeline that, depending on your district's circumstances, maximizes the number of applications that could be received.
- Develop selection criteria and leadership profile.
- Develop, conduct, and summarize stakeholder surveys if desired.
- Compile relevant comparable salary and benefit information.
- Distribute the vacancy notice.
- Develop an application that reflects Board goals and interests.
- Recruit candidates.
- Compile application files.
- Conduct and compile candidate background reviews.
- Assist and facilitate the Board in determining finalists.
- Develop public notices and media notes.
- Organize and facilitate Board interviews of finalist candidates (and semifinalists if needed).
- Facilitate a review (including legal review) of the contract draft or template and facilitate board determination of contract offer terms.

Other considerations:

ASSOCIATION OF ALASKA SCHOOL BOARDS
 Executive Search Service



- Facilitate Board determination of the level of community and staff involvement
- Facilitate Board determination of the designation of a board member and/or district staff member as the key contact for AASB in coordinating search activities

b) Identify Selection Criteria

The search consultant will assist the Board in developing selection criteria and a profile for the desired candidate, including professional experience, educational background, and management style. These criteria are used throughout the search. If desired by the Board, the search consultant is prepared to conduct community and staff forums to gather additional information and seek comments on the selection criteria established by the Board. AASB will also review District policies, regulations, and bylaws to ensure that the search process is compliant with the District's policies.

c) Timeline

An adequate timeline is critical to the success of a search. The timeline shown below should be considered a guideline and can be shortened or lengthened to meet the district's needs. **We will work with the district to determine the best dates for meetings and activities.**

<i>ACTIVITY Suggested Dates</i>

Meet with Board to develop criteria/design electronic vacancy notice Week 1 (virtual meeting) (April 1-11)

Accept materials from candidates and conduct background checks Week 3 to 7 (5 - 6 weeks) (April 11- May 16)

Meet with Board to screen for finalists Week 9 (could be virtual) (May 28- May 30)
--

Notify finalists and arrange interviews Week 9 (May 30 -June 2) Board Members conduct reference checks Week 10 (June 2 - June 10) Conduct interviews, final selection, secure contract Week 11 (June 12-14) Superintendent begins July 1, 2025 Follow-up workshop with Board & Superintendent By the end of Dec 2025
--

d) The Recruitment Process

Once the selection criteria have been identified, the search consultant will work with the Board to develop a vacancy announcement that will describe the position, the selection criteria, the district, and the community. This will be published using an attractive online brochure. AASB will ensure that the announcement receives wide circulation through state and national professional associations, the Revelus platform, websites, and, where authorized by the Board, paid advertisements.

e) Applicants & Eligibility

AASB uses an entirely online application process. Applicants will complete an online profile and

then must complete specific application questions tailored to your district based upon Board input 5

Association of Alaska School Boards •
1111 West 9th St. Juneau, Alaska 99801
907/463-1660 Fax 586-2995

ASSOCIATION OF ALASKA SCHOOL BOARDS
Executive Search Service



and requirements. Applicants must provide evidence for meeting or exceeding the Board's minimum requirements for the position, and all information must be submitted to create a complete application. Only complete applications will be forwarded to the Board for review.

AASB will check for certification and recency credits and conduct preliminary background checks on each candidate that meets the basic search criteria. Each application will be examined, and AASB will inform the Board as to whether each applicant is eligible or non-eligible based on the Board's minimum requirements.

f) Background and Reference Checks

AASB will conduct confidential background investigations of all qualified candidates through our statewide and national network of contacts. This network is one of the most valuable features of the AASB search process, particularly if the Board is interested in conducting a nationwide search. AASB staff can solicit candid information through other state associations and contacts that your local search committee or other consultants would not necessarily secure. Included in the fee for service, AASB will conduct a national criminal background check, a sex offender list check, and an SSN trace for each applicant. An education, employer, and professional license verification are also provided for each applicant.

2. Finalist Selection

AASB maintains that the applications for the superintendent search are the property of AASB. As such, they will remain confidential. If required and requested by the Board, and once the application period has closed, AASB would release only the names of the applicants to the Board President.

A brief oral report of each candidate's background will be presented to the Board before the file review. All files will be presented to the Board for consideration during the selection process. The search consultant will meet with the Board to facilitate the screening process. If a separate committee process beyond the Board is utilized, the search consultant will facilitate this process.

Based on the review of candidate files and the background investigation information, the Board will select finalists to interview in person and onsite. Finalists will be notified immediately by AASB of their selection and invited for an interview. AASB will communicate appropriately to candidates not selected as finalists. AASB will draft a press release for the Board to use that provides a short narrative of each finalist that includes their credentials and work history. This release will be disseminated to the school district, the public and local news media.

AASB will be responsible for oversight of all travel logistics and facilitating search activities while the candidates are on site.

AASB can assist with the superintendent contract review with the Board. The Board may also choose to enlist the aid of the Board's legal counsel. AASB usually facilitates the offer development

by the Board and assists with the final contract negotiation. The AASB facilitators have extensive experience with this aspect of the hiring process.

Association of Alaska School Boards •
1111 West 9th St. Juneau, Alaska 99801
907/463-1660 Fax 586-2995

ASSOCIATION OF ALASKA SCHOOL BOARDS
Executive Search Service



3. Superintendent Selection

a) The Onsite Candidate Visit and Interview

The search consultant will meet with the Board (as well as staff or community interview committees) to provide information on the mechanics of conducting successful interviews and assist the Board in developing effective interview questions. The search consultant will also help prepare a public announcement of the superintendent selection suitable for a press release.

The search consultant will be onsite to help orient candidates to the community during their onsite interview and work with the Board to plan functions, allowing the candidates to meet with constituent groups. The search consultant will facilitate community and staff forums or surveys with the candidates as requested.

AASB understands a school board's desire to make sure its stakeholders feel that they have an opportunity to provide input to the Board about the choice of the next superintendent. AASB will include one stakeholder survey and one stakeholder forum (in-person or virtual) included in the fee for service. Stakeholders may include but are not limited to certified staff, classified staff, administration, building principals, students, parents, tribes, the military, and community members.

4. Developing a Successful Team; Board / Superintendent Workshop

One of the key factors leading to a good transition between the Board and new superintendent is the development of a trusting and effective relationship. One of the most crucial opportunities for that to happen is at a facilitated workshop with the new superintendent and the Board. Following the appointment of the new superintendent, the search consultant will conduct a workshop in the district to help identify expectations, clarify responsibilities and develop priorities. This workshop, generally held in the early fall, supports the new board-superintendent team in establishing effective lines of communication and a positive working relationship. This workshop is included in the price of the service set forth and is offered as a value of membership in the Association of Alaska School Boards. There is no refund value available to the district if it is not used. This follow-up workshop must be scheduled to occur by the *end of 2025* to receive it as a part of this comprehensive service.

Association of Alaska School Boards •
 1111 West 9th St. Juneau, Alaska 99801
 907/463-1660 Fax 586-2995

ASSOCIATION OF ALASKA SCHOOL BOARDS
 Executive Search Service



MEMORANDUM OF AGREEMENT

Ketchikan Gateway Borough School District and Association of Alaska School Boards

The Association of Alaska School Boards looks forward to assisting the Ketchikan Gateway Borough School District Board of Education with their search to secure a superintendent of schools. AASB's involvement will include one virtual meeting with the Board to establish the search criteria, qualifications, and timeline, two virtual or onsite search facilitations, and ongoing telephonic or web meeting support throughout the entire process. AASB will also provide up to two separate stakeholder surveys and summary reports needed for the Board if desired.

I. CONDITIONS

- a. The Ketchikan Gateway Borough School District Board of Education will pay a professional fee of **\$14,790.00**, payable to the Association of Alaska School Boards.
- b. In addition to the professional fee, the Ketchikan Gateway Borough School District Board of Education shall reimburse the Association of Alaska School Boards for reasonable expenses. Expenses include but are not necessarily limited to travel, lodging, and food for AASB staff and candidates. (*Cost estimates for expenses of onsite facilitated meetings and interviews are described in the Scope of Services. They are not quotes.*) An onsite visit is typically two days in duration. **Any requirement for a more extended onsite visit will be invoiced at the standard rate of \$1,390 per day.** Expenses also comprise additional costs including, but not limited to, specific additional advertising and additional background or reference checks not normally executed as approved by the Board of Education. Please mark if the additional federal civil records check is desired for each applicant:

___ Federal Civil Records Check (\$20 per applicant)

- c. Ketchikan Gateway Borough School District warrants that it is an equal opportunity employer and functions in accordance with applicable state and federal laws. AASB warrants that it is

an equal opportunity employer and functions in accordance with applicable state and federal laws.

- d. The services that AASB shall provide to Ketchikan Gateway Borough School District shall be those services set out in the **Scope of Services** incorporated here by reference.
- e. Ketchikan Gateway Borough School District shall indemnify and hold the Association of Alaska School Boards harmless from liability not arising through the gross negligence or intentional misconduct of the Association of Alaska School Boards.

II. DISCONTINUANCE OF SERVICE

Either party may terminate this contract at any time by a notice in writing delivered by one

8

Association of Alaska School Boards •
1111 West 9th St. Juneau, Alaska 99801
907/463-1660 Fax 586-2995

ASSOCIATION OF ALASKA SCHOOL BOARDS
Executive Search Service



party to the other. This includes the decision of the Board to suspend the current search. Notice of termination shall be provided as follows:

Lon Garrison, Executive Director, Association of Alaska School Boards,
lgarrison@aasb.org

Jordan Tabb, Board Vice President, Ketchikan Gateway Borough School District,
jordan.tabb@k12schools.org

In the event that the search is *suspended* and will be restarted at a later date, this MOA will be terminated, and a renegotiated MOA will need to be approved to complete the search. Consideration for work previously completed and fixed costs to be incurred that are outside of AASB's control, such as necessary additional background and reference checks, will be incorporated into the new agreement.

In the event of contract termination, the Association of Alaska School Boards will be reimbursed for all expenses through the date of termination or the date of receipt of notice of termination, whichever is later, and will be eligible for all professional fees payable in accordance with paragraph I-a, prorating any unused portion of the scope of services based on the cumulative percentage of service completed (see the table below), except that if the Ketchikan Gateway Borough School District Board of Education hires any candidate applying through or submitted by the Association of Alaska School Boards; the entire fee shall be deemed "earned" and paid as though paragraph I-a were still in effect.

- 1. Superintendent Search Initiation (20% of total fee) \$2,2958 plus expenses
- 2. Search Initiation & Finalist Selection (40% of total fee) \$5,916 plus expenses
- 3. Successful Search Selection (40% of total fee) \$5,916 plus expenses **Total \$14,790 plus expenses**

If the terms set forth in this Memorandum of Agreement meet with the Board's approval, please indicate

acceptance by having the appropriate official sign and return a copy with original signatures for our files.

The Ketchikan Gateway Borough School District Board of Education agrees to engage the Association of Alaska School Boards, 1111 West 9th Street, Juneau, Alaska 99801-1811, to serve as consultants to the Board in conducting a search for their Superintendent of Schools in accordance with this Agreement.

Lon

D. Garrison, Executive Director Date

Jordan Tabb, Vice President, KGBSD Date

Association of Alaska School Boards •
1111 West 9th St. Juneau, Alaska 99801
907/463-1660 Fax 586-2995