

FROM: Dr. Diane Siri, Consultant - Santa Cruz County Superintendent, retired
Julie Haff, Consultant - San Lorenzo Valley USD Superintendent, retired

IN RE: MVLA SUPERINTENDENT SEARCH – LETTER OF AGREEMENT

DATE: March 25, 2024

Thank you for contacting us regarding the District's search for a new superintendent. Below is a list of the search components we would propose to the Mountain View-Los Altos High School District Board of Trustees to recruit and employ a new superintendent with a start date of July 1, 2024.

SCOPE OF SERVICES

CONSULTANTS WILL:

1. Review current job description, District budget and website.
2. Create job posting for EdCal, CALSA, EDJOIN, LinkedIn, etc. Coordinate submittal with District designee.
3. Meet with Board to draft Search Calendar (timeline and dates) on April 15.
4. Conduct educational partner interviews as determined by the Board.
5. Interview Board of Trustees to confirm key leadership criteria.
6. Review and update prior leadership profile.
7. Create a "Superintendent Search" link to add to the District Website. District to post.
8. Create a potential candidate list and contact individuals by phone.
9. Recruit and contact candidates by utilizing state and national networks.
10. Review applications and conduct initial reference checks on all applicants.
11. Attend Board meetings and interviews as requested (April 15, May 6, May 20, June 3).
12. Conduct screening interviews.
13. Review slate of candidates with the Board (Closed Session). Board to select semi-finalists.
14. Prepare application materials of selected candidates for Board's consideration.
15. Work with Board and District staff to set up first round of interviews including location and posting of Closed Session.
16. Confirm interview questions and writing samples.
17. Following semi-finalist interviews, consultants will facilitate a debriefing session with the Board of Trustees. Board to select finalists.
18. Conduct additional reference checks.
19. Contact all unsuccessful candidates.
20. Work with District staff to set up second interviews including location and posting of Closed Session. Board will conduct second round of interviews.
21. Facilitate the debrief immediately following the finalist interviews. Board of Trustees to identify top candidate.
22. Coordinate site visit of top candidate (optional).

- 23. Board to offer position to the finalist. Candidate approved at regular Board meeting June 7 pending successful contract negotiations and background check.
- 24. Contact unsuccessful candidates from second round of interviews.
- 25. Coordinate next steps- press release, external background check, Welcome and Introduction to the District.
- 26. Be available for general consultation during identified timeline.

ADDITIONAL INFORMATION:

- The fees for all services specified in the “Scope of Services” will be paid through the SCCOE and will be reimbursed by MVLA.
- MVLA will direct and pay for all advertising, website support, mailing, duplicating, and external reference check, if requested for the top candidate. MVLA will provide snacks or refreshments during interviews.
- Candidates will submit cover letter, resume and three letters of recommendation, or we can use EDJOIN if the Board prefers.
- Board has full responsibility for negotiating the Superintendent’s contract.
- There is an additional fee to include a community/staff panel as part of the regular interview process.

CONSULTING FEE: \$16,000 all-inclusive through Santa Clara County Office of Education. If there is a preference to go through HYA and include Carolyn McKennan, the consulting fee will be **\$23,200** including \$1500 for travel from her residence in Montana. Fees are based on the amount charged for the 2019 previous search.

Contact information:

Julie Haff (408) 888-8817
 Diane Siri (831) 818-5553

This Agreement shall become effective on the date the Agreement is signed by the District and will continue in effect until the search is completed and mutually terminated by both parties.

 Signature Date

 Signature Date

 Name and Title

 Name and Title