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MEMORANDUM

To: CMS Board of Education
From: Sam Thorp
Re: NCSBA Superintendent Search Service
Date: January 13, 2023

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We are aware that your board has begun searching for a new superintendent. As your state school boards association, we stand ready to help support your board throughout this transition. If there is anything we can do to assist you, please let us know.

The first thing a board must decide when it considers hiring a new superintendent is whether or not it will conduct a search. Unless your board policies provide otherwise, you may choose to hire from within the system or directly hire someone else known to the board. However, some boards choose to conduct a search even if there are strong internal candidates. As you begin to consider your options to find a new superintendent, we are available to meet with your board to discuss the superintendent search process in general. This service is without charge, as it is part of your membership in the Association.

As you may be aware, NCSBA also offers to contract with our member boards to facilitate the search for a new superintendent. We would be delighted to assist your board with its process if you decide to do a search. For more than 20 years, NCSBA has provided quality superintendent search services to school boards across North Carolina. In fact, we have assisted 82 of the state's 115 local school boards, including yours. Because many boards have chosen to use our services multiple times, we have actually assisted with a total of 193 searches, making our organization the most experienced provider of superintendent searches in North Carolina and one of the most experienced nationally. Of note, several candidates selected in searches we conducted have been named North Carolina Superintendent of the Year.

The list of school boards we have worked with is extensive. We are currently assisting the Camden and Martin boards with their searches. Most recently, we have completed searches with the Richmond, Hertford, Tyrrell, Mooreville, Weldon, Moore, Rockingham, and Elizabeth City-Pasquotank boards.

Within the last year or so, we have completed searches with the Cabarrus, Chapel Hill-Carrboro, Chatham, Martin, New Hanover, Sampson, Scotland, Washington, and Wayne boards. In addition to what we have included below, we are happy to provide additional references from some of our recently completed searches upon further request.

We work directly with our membership on a daily basis and have close relationships with board members, superintendents, and other high-level school administrators throughout North Carolina. No other search group or organization has such close ties to the professionals within the state who may be interested in the superintendent position or the board members who can provide information about those candidates. Were we to assist you with your search, these invaluable resources would be available to support you.

While we only assist school boards in North Carolina, we do not confine our outreach to in-state applicants only. Rather, we seek out qualified candidates from across the country. NCSBA is part of the National Affiliation of Superintendent Searchers. We are able to call on this national network of search professionals to recruit strong candidates from across the country, check references, and otherwise access great candidates and critical information. We are very proud of our national recruitment efforts and the diversity of candidates who apply to the searches that we facilitate.

Our search service includes: developing a proposed timeline, designing an application form, advertising for the position nationwide, collecting and processing application information, speaking with potential or actual applicants, helping with community and staff surveys, arranging interviews, checking references, ensuring the confidentiality of the process, and generally helping the board with the process as they request. This is your board's process — NCSBA's role is to facilitate the search and provide guidance when needed. We will be happy to alter or add to our standard services as practicable.

The cost for a superintendent search through NCSBA that is initiated during the 2022-2023 fiscal year is \$21,500, plus any expenses incurred. The expenses generally include advertising costs, mileage and other interview-related travel expenses for candidates, and anything greater than incidental out-of-pocket expenses, such as large-scale copying, the cost of due diligence and background checking services, and meeting room and food costs. We would anticipate your total bill being approximately \$25,000; however, the final amount would depend on what additional expenses the board chooses to incur throughout the search process. Please see the enclosed cost estimate for additional information.

As requested, below you will find contact information for several board members from some of our recently completed superintendent searches. These individuals are either current board chairs or were the board chairs at the time we worked with them on the search. We are sure

they will be happy to discuss our superintendent search services with you. Please feel free to contact any of them or representatives of other boards we have worked with if you would find it helpful. If you prefer, we can also provide their phone numbers upon further request.

Sheila Porter, Chair

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Finally, we are available to answer any questions you may have about our services or anything else that you may wish to discuss. If your board chooses to work with us, we welcome the opportunity. If not, we are here to support the board through its process however we can. Please let us know if you need any additional information as you consider your options.