



Letter of Agreement
Between the
Woodland 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 Woodland 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 the 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 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 candidates in Washington, Oregon and Idaho.
2. Contact a wide range of current superintendents, assistant superintendents, principals and others with potential knowledge of strong candidates for the position.
3. Place appropriate announcements in selected journals and newsletters to provide additional publicity about the opening.
4. Identify, contact, and encourage potential candidates who might not otherwise be aware of the position.
5. 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.

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. A fee of eighteen thousand dollars, one hundred dollars (\$18,100) will be paid to *Northwest Leadership Associates* by the district for the work performed under this agreement. The contract amount will be due upon the selection of a superintendent.
- B. Appropriate and reasonable expenses incurred by Northwest Leadership Associates in performing the work outlined in this agreement may be reimbursed by the district, including consultant travel expenses to the district. Consultant travel will be billed separately, and will be paid directly to the consultant(s).

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 Woodland 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, 2024.

For the
Woodland School District:

For
Northwest Leadership Associates:

Dennis Ray

Title: _____

Dennis A. Ray, President

Date: _____

Date: December 18, 2023