



Superintendent Search Cost Estimate

Charlotte-Mecklenburg Board of Education – January 2023

NCSBA offers a superintendent search service for a professional consulting fee of **\$21,500** plus certain additional expenses. The flat-rate consulting fee includes the following services:

- providing consultations and customizing the search process for the board, as practicable;
- developing and implementing a search timeline consistent with the services provided by NCSBA;
- drafting a vacancy announcement informing potential applicants of the board’s requirements and preferences for the position, as well as highlights of the school system and the community;
- drafting a custom online application with short answer and essay questions selected by the board;
- advertising the position via multiple free and paid websites and listservs, as approved by the board;
- conducting community and staff online surveys and compiling other public input for the board;
- compiling and providing electronically and securely to each board member all applications and supplemental documents, including various screening tools, throughout the search process;
- handling all contact and correspondence with applicants and sharing all candidate and other information with every board member throughout the search;
- arranging confidential interviews and assisting with drafting interview questions;
- checking professional references;
- arranging for extensive background checks;
- ensuring compliance with federal and state laws applicable to the search process; and
- protecting the confidentiality of all applicants and the integrity of the search process.

Any expenses on top of NCSBA’s consulting fee are at actual cost and require board approval. Recently, we’ve found that additional expenses typically add up to \$4,000-\$6,000, depending on a number of factors. For example, the board may decide to advertise using free options only, to conduct meetings and interviews virtually or at a location with no rental fee, and/or to not cover candidates’ travel expenses for in-person interviews. We will request approval from the board before incurring any additional expenses on its behalf and we will submit receipts for all expenses with the final invoice at the end of the search.

Examples of Estimated Additional Expenses (for informational purposes only)

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| 1. Paid Advertising (e.g., AASA) | \$559 |
| 2. Background Checks (e.g., for 3 finalists) | \$1,950 |
| 3. Travel Expenses for Finalists | \$1,500 |
| 4. Travel Expenses for NCSBA Consultants | \$1,050 |
| 5. Copying/Shipping Costs (e.g., interview notebooks, etc.) | \$150 |
| Total Estimated Additional Expenses | \$5,209 |
| Professional Consulting Fee | <u>\$21,500</u> |
| <u>Estimated</u> Total Cost of Superintendent Search | \$26,709 |