



Clinton Board of Education Special Meeting  
Monday, April 21, 2025 5:30 PM  
Administration and Technology Center  
1720 Opal Ave  
Clinton, Oklahoma 73601

1. Call to order and roll call.
2. Board discussion and action to start the search for a new superintendent for Clinton Public Schools.
3. Board discussion and possible action to enter into a contract with OSSBA to assist the board in the search for a new superintendent.
4. Adjourn.

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Donna Warnick, Minutes Clerk

If you need any special assistance to enter the premises or if you need any special consideration for any portion of this meeting, please call 323-1800 at least 10 hours prior to the start of the meeting.

This agenda was posted on the West side of the front door of the Administration and Technology Center on Friday, 4:00 p.m.



## Executive Search Services

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The OSSBA will:

- I. Work with the Board of Education to establish a search timeline
- II. Marketing and Advertising
  - Develop marketing materials and outline search procedures
  - Create unique district search webpage on OSSBA website
  - Distribute vacancy notifications
- III. Gather essential qualifications and characteristics desired of the district's incoming superintendent
  - Board members via discussion with search consultant
  - Stakeholders via online survey
- IV. Post opening and manage applications through online application management system
- V. Manage Applicants and the Search Process
  - Recruit candidates who meet the Board's criteria
  - Respond to inquiries regarding the vacancy
  - Provide sample contract and comparable salary/benefit schedule
- VI. Provide Interview Guidelines
  - Schedule interview dates/times with selected candidates
  - Notify applicants who were not selected as finalist
  - Provide interview guidelines for Board members
- VII. Provide Board with reference check guidelines

Search Service Fee \$8,000.00

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Additional services provided on a fee basis:

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Communication Package         | \$1000.00                   |
| 2. Additional Targeted Marketing | actual cost                 |
| 3. Interview Concierge           | \$500.00 per day            |
| 4. Candidate Travel              | actual cost                 |
| 5. Due Diligence Screening       | determined by pkg selection |
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\_\_\_\_\_  
District

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
OSSBA Search Consultant

\_\_\_\_\_  
Date

**Oklahoma State School Boards Association**  
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Oklahoma City, OK 73105  
405.528.3571 • 888.528.3571  
405.528.5695 • www.ossba.org



# OSSBA Executive Search Marketing Information Form

**Complete ALL Fields**

District Name			
District Contact	Name: Click or tap here to enter text.	Email: Click or tap here to enter text.	Cell: Click or tap here to enter text.
3-4 District Points of Pride Include accomplishments, awards, programs, etc.	1) Click or tap here to enter text. 2) Click or tap here to enter text. 3) Click or tap here to enter text. 4) Click or tap here to enter text.		
Number of Sites	Elementary: Click or tap here to enter text. Middle School: Click or tap here to enter text. High School: Click or tap here to enter text. Other: Click or tap here to enter text.		
Total Student Enrollment	Click or tap here to enter text.		
Number of Employees	Certified: Click or tap here to enter text. Support: Click or tap here to enter text.		
District Budget	Click or tap here to enter text.		
District Mission Statement	Click or tap here to enter text.		
Recent Athletic Successes	Click or tap here to enter text.		
Recent Fine Arts Successes	Click or tap here to enter text.		
Statement about Academic Success	Click or tap here to enter text.		

<p>In your own words, what makes your district a special place to work and to learn?</p>	<p>Click or tap here to enter text.</p>
<p>What do you want potential superintendent candidates to know about your district that would encourage them to apply?</p>	<p>Click or tap here to enter text.</p>
<p><b>Upload to search shared folder: District Search Marketing Information</b></p>	<ul style="list-style-type: none"> <li>• 3-4 photos of district activities with students</li> <li>• Vector (AI, EPS, SVG or PDF) district logo preferred, high-resolution PNG (transparent background) or JPG accepted</li> <li>• District color codes and/or brand standards guide (if applicable)</li> </ul>
<p>Do you wish to advertise with the American Association of School Administrators or another organization/publication?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, please provide specifics: Click or tap here to enter text.</p> <p><b>NOTE: The fee for advertising with the publication will be added to the search invoice.</b></p>

## OSSBA Search Communication Information Form

**Complete ONLY if the district plans to use OSSBA's Search Communication Services**

If your district plans to use OSSBA's Communication Services to elevate the visibility of your search and to strengthen community engagement, please complete the remaining portion of this form. It will help us develop parent, staff and community letters, social media graphics, media press releases and scripts for your district.

If your district does not plan to use Communication Services, you will be provided with a complimentary communication plan template. You are welcome to call anytime for additional guidance and assistance.

**COMMUNICATION SERVICES CONTACT:** Amber Graham Fitzgerald, Director of Member Engagement  
Email: [amberf@ossba.org](mailto:amberf@ossba.org) Cell: 580.541.0597

<p>Which of the following communication tools do you use to promote and share information about your district? Please check all that apply.</p>	<p><input type="checkbox"/> Texts to staff and parents</p> <p><input type="checkbox"/> Recorded phone calls to staff and parents</p> <p><input type="checkbox"/> Emails to staff and parents</p> <p><input type="checkbox"/> District website</p> <p><input type="checkbox"/> School marquees</p> <p><input type="checkbox"/> District social media pages</p> <p><input type="checkbox"/> Regular PTA/PTO meetings</p> <p><b>Other:</b> Click or tap here to enter text.</p>
<b>District Mascot</b>	Click or tap here to enter text.
<b>District Social Media Pages/Handles</b>	<p><b>Facebook:</b> Click or tap here to enter text.</p> <p><b>Twitter:</b> Click or tap here to enter text.</p> <p><b>Instagram:</b> Click or tap here to enter text.</p>
<b>District Website</b>	Click or tap here to enter text.
<b>District Motto, Slogan or Common Sayings</b>	Click or tap here to enter text.
<p><b>Newspapers, Radio Stations, Television Stations or Online News Sites that Cover Your District</b></p>	<p><b>Media Outlet:</b> Click or tap here to enter text. <b>Reporter:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text.</p> <p><b>Media Outlet:</b> Click or tap here to enter text. <b>Reporter:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text.</p> <p><b>Media Outlet:</b> Click or tap here to enter text. <b>Reporter:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text.</p>
<p><b>Upload to Search Shared Folder Item 06. Communication Materials</b></p>	<ul style="list-style-type: none"> <li>• District letterhead for community and staff letters</li> </ul>

The portion below will be completed by the OSSBA team. Thank you.

Communication Services	YES <input type="checkbox"/> NO <input type="checkbox"/>
Survey Dates	Opens: Click or tap here to enter text. Closes: Click or tap here to enter text.
Search Dates	Opens: Click or tap here to enter text. Closes: Click or tap here to enter text.
Community/Staff Forums	Date: Click or tap here to enter text. Audience: Click or tap here to enter text. In Person <input type="checkbox"/> Virtual <input type="checkbox"/> Open to Public <input type="checkbox"/> Invitation Only <input type="checkbox"/> Date: Click or tap here to enter text. Audience: Click or tap here to enter text. In Person <input type="checkbox"/> Virtual <input type="checkbox"/> Open to Public <input type="checkbox"/> Invitation Only <input type="checkbox"/> Date: Click or tap here to enter text. Audience: Click or tap here to enter text. In Person <input type="checkbox"/> Virtual <input type="checkbox"/> Open to Public <input type="checkbox"/> Invitation Only <input type="checkbox"/>
Estimated Hire Date	Click or tap here to enter text.