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## Meeting of the Board of Education Park Ridge – Niles School District 64

Special Board Meeting Agenda  
Monday, January 7, 2019  
Jefferson School – Multipurpose Room  
8200 Greendale Avenue  
Niles, IL 60714

*On some occasions the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of the session, breaks and other needs.*

### TIME

6:00 p.m.

#### Meeting of the Board Convenes

- Roll Call
- Introductions
- Opening Remarks from President of the Board

#### Pledge of Allegiance

#### Public Comments

#### Interview Executive Search Firms for the Superintendent Search

-- Board President

A-1

#### Approval of Selected Executive Search Firm for the Superintendent Search

Action Item 01-01-19

-- Board President

A-2

#### Adjournment

Next Meeting:

**Monday, January 14, 2019**

Special Board Meeting - 6:00 p.m.

**Jefferson School - Multipurpose Room**

8200 Greendale Avenue

Niles, IL 60714

Next Regular

Meeting:

**Monday, January 28, 2019**

Closed Session - 6:00 p.m.

Regular Board Meeting – 7:00 p.m.

**Jefferson School – Multipurpose Room**

8200 Greendale Avenue

Niles, IL 60714

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

Interview Executive Search Firms for the Superintendent Search

Information provided by the executive search firms.

01/07/19

PARK RIDGE-NILES SCHOOL DISTRICT 64 SUPERINTENDENT SEARCH  
CUSTOMIZED SUGGESTED SEARCH TIMELINE  
BWP AND ASSOCIATES  
MARK FRIEDMAN AND STEVE GRIESBACH  
JANUARY 7, 2019

January 7 – Presentation to the Board of Education followed by approval of BWP to conduct the search

Early January – Sign Letter of Understanding between both parties and determine scope of search

Early January – (As soon as BWP is selected) Post vacancy notice and launch advertising campaign on websites as well as on other agreed upon sources

Early January – Send/review timeline/calendar with Board of Education

Week of January 21 or 28 - Launch stakeholder survey

Week of January 21 or 28 – Conduct stakeholder meetings and Board interviews if desired

January through mid February – Recruit candidates and continue publicizing vacancy

Late February – BWP consultants conduct screening interviews with 10-12 applicants

Week of February 18 or 25 – District 37 Board meets with BWP consultants and receives candidate pool of 4-6 recommended applicants. Consultants conduct workshop with Board to prepare for interviews

Week of February 25 – Board conducts first round of interviews with 4-6 candidates

Week of March 4 – Board interviews final 2 or 3 candidates for a second time

Week of March 4 – Board makes final selection of new superintendent

Week of March 11 – Formal approval of new Superintendent, announcement is made



# PARK RIDGE-NILES SCHOOL DISTRICT 64

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Mark Friedman  
Steve Griesbach





# BWP and ASSOCIATES, LLC



- Founded by members of The Bickert Group, with roots in Illinois, Wisconsin, and Indiana
- Formed in 2006 through merger of 4 national firms, including the oldest search firm in the United States
- Focused on personalized, local service, with a national presence to:
  - Support the work of school boards to hire talented leaders
  - Match skilled professional leaders to school districts
  - Create successful outcomes to benefit students, staff, school boards and stakeholders

# WHO IS BWP?



- 10 Partners and 50 Associates
  - Superintendents – active and retired
  - University faculty
  - Former Board of Education members
  - 30% of BWP women or minorities
- Offices in Illinois, Texas, Washington D.C. area, and South Carolina
- Strong connections with national and state professional organizations, such as: AASA, NASB, ASCD, IASA, IASB, IASCD, SSS, ASBO, IASBO

# BWP and Chicagoland



Hinsdale 181	Lombard 44
Itasca 10	Butler 53
Lincolnwood 74	Gower 62
Arlington Heights 25	Elmhurst 205
Park Ridge-Niles 64	Glenview 34
Oak Park 97	LaGrange 102
Palatine 15	LaGrange 105
Winnetka 36	Mt. Prospect 57
Avoca 37	Homer Glen 33C
Hawthorn 73	Skokie 69



# THE SEARCH PROCESS: Steps 1 - 3

## 1. Planning Meeting with BOE

- Establish search parameters
- Set timeline
- Identify any customized services to be provided

## 2. Launch Recruitment Efforts

- Implement marketing campaign
- Post position on proven websites
- Open electronic, web-based application system
- Contact highly successful school leaders with experience, background, and talents that may match the District's needs

## 3. Conduct Audit and Develop Ideal Candidate Profile

- Interview Board Members
- Survey stakeholders
- Interview constituent groups
- Verify profile with Board of Education



# THE SEARCH PROCESS: Steps 4 - 6

## 4. Review Applications

- Assess qualifications of applicants
- Use unique candidate profile to evaluate “fit” for school district

## 5. Screen Candidates to Identify 5 – 6 for Board Interviews

- Interview 10 -12 applicants who best match District candidate profile
- Conduct extensive research into candidate’s background, including online profile (the school district must also conduct a criminal background check for final candidate prior to employment)

## 6. Present Candidate Slate to Board of Education

- Review of candidates and qualifications
- Highlight “fit” for school district



# THE SEARCH PROCESS: Steps 7 - 10

## 7. Prepare Board of Education to Interview Candidates

- Identify key questions to ask and rubrics to evaluate and rate responses
- Review what is and what is not permissible in an interview
- Strategies for building consensus around finalists

## 8. Board Interviews Candidate Slate

## 9. Board Interview of Finalists (1 – 3 Candidates)

- Create tools and instruments for Board interviews of finalists
- Determine the process and schedule
- Provide strategies for building consensus around a choice

## 10. Employing a New Superintendent

- Onboarding support (contract discussions, transition planning)
- Presentation to staff, students, and stakeholders





# BWP'S TRACK RECORD



- 98% of candidates placed since 2006 completed a minimum of 3 successful years
- 95% of candidates placed since 2006 were offered successor contracts
- Not a single candidate placed since the founding of the company was found to be negligent/criminal in the performance of his/her duties

# BWP GUARANTEE



- BWP will be “on call” for you throughout the search process and the following year
- Mentoring for the Superintendent and Board of Education at no cost for at least 1 year (a BWP exclusive!)
- If the selected candidate does not complete two years in the position, BWP will repeat the search for expenses only
- BWP will not slate a previously placed candidate in another search for the term of the initial contract



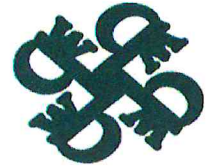
# CONSULTANT FEES



- Consultant Fees: \$14,900
- Expenses Estimates:
  - Administrative Support: \$700 - 1000
  - Electronic Stakeholder Survey: \$300
  - Consultant Travel Expenses: \$1,000 – \$1,200
- Other Costs with Board Approval:
  - Advertisement (based on the approach the Board selects)
  - Candidate travel (if finalist is outside of the area)

\* If the Board decides to complete an abbreviated, focused search, costs will be adjusted downward to reflect that decision.

# WHY BWP?



1. Outstanding record of success
2. Strong reputation among clients and candidates
3. Extensive recruiting resources to provide you the best candidates
4. Comprehensive professional network, local, regional, and national
5. Customized search processes to meet the needs of your school district
6. Talented, committed consultants
7. Several options for addressing search process

# SCHOOL EXEC CONNECT

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6058 Blake Ridge Road Edina, MN 55436  
Phone: 952-210-2790 Fax: 877.705.5392 [www.schoolexeconnect.com](http://www.schoolexeconnect.com)

## **PARK RIDGE-NILES SCHOOLS DISTRICT 64 Park Ridge, Illinois**

### **SUPERINTENDENT SEARCH PROPOSAL December 14, 2018**

#### **CONTENTS**

##### **Introductory letter**

##### **Management Summary**

Understanding of services required and  
Overview of how we will provide these services

##### **SCHOOL EXEC CONNECT Profile**

1. Overview of **SCHOOL EXEC CONNECT**
2. Length of time in business
3. Outline of background and qualifications
4. Personnel to be used to complete the search
5. Financial stability
6. List of references

##### **Proposed Search Plan**

Comprehensive plan to accomplish tasks in Scope of Work  
Methods to communicate with the School Board  
Timelines, pre-qualifications and final recommendation processes  
Our role in assisting Board with candidate selection  
Recommendations for community participation  
Information needed from Board and staff  
Methods to identify and recruit candidates.

##### **Fee Structure**

Fee  
Guarantees



# SCHOOL EXEC CONNECT

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6058 Blake Ridge Road Edina, Minnesota 55436  
Phone: 952-210-2790 Fax: 877-705-5392 www.schoolexecconnect.com

Mr. Anthony Borelli  
President, Board of Education  
Park Ridge-Niles School District 64  
164 South Prospect Avenue  
Park Ridge, IL 60068

Dear Mr. Borelli and Members of the Board of Education:

Thank you for the opportunity to present an overview of **SCHOOL EXEC CONNECT** and the services we can provide for your superintendent search. Our firm prides itself on providing a quality search process that will result in a great leader for the Park Ridge-Niles School District 64.

**SCHOOL EXEC CONNECT**, founded in 2004, is in its fourteenth year. Our diverse firm is comprised of more than 60 men and women who have been leaders in quality school districts throughout the country. We have an unusually high degree of success, which we attribute to the quality of our associates, the excellence of our protocols and our ability to find the best educational leaders who match the needs of our clients.

We define our success by the longevity of the leaders we place, our repeat services to client districts, and the positive and long-lasting relationships we establish with the boards with whom we work. We will understand your strengths and needs through conversations, focus groups and surveys with the members of the Board, staff and your entire constituency. Our recruitment and interview process aligned to this understanding will result in well vetted, highly qualified candidates from which to make your selection of a new superintendent.

Thank you for considering our proposal for your superintendent search. We would enjoy working with you to achieve the mutual goal of finding great leadership for the students in the Park Ridge-Niles School District 64.

Sincerely,

*Harry P. Rossi*

Harry P. Rossi, Ed.D. Founding Partner  
**SCHOOL EXEC CONNECT**

## MANAGEMENT SUMMARY

*Our understanding of the search services required and an overview of how **SCHOOL EXEC CONNECT** will provide these services.*

- Mutually planning and tailoring your search process and timelines with the Board
- Working closely with your District staff members who assist the Board
- Preparing and providing written materials needed for the search process
- Conducting focus groups with the Board, staff, students and community to assure clarity of goals to be pursued by the District and the chosen superintendent
- Creating a customized community-wide on-line survey
- Reporting and interpreting survey and focus group results to the Board
- Assisting the Board in establishing criteria for a *New Superintendent Profile* including desired qualifications, and leadership attributes
- Accepting applications on the **SCHOOL EXEC CONNECT** website with links to your District's website
- Using our national network to RECRUIT candidates meeting the qualifications established by your Board
- Presenting a slate of qualified and well-vetted candidates to the Board
- Preparing the Board for first and second interviews
- Facilitating Board interviews at the Board's request
- Preparing Interview Committees for interviews
- Recommending an in-depth vetting process for the final candidate. Options include a site visit, Board reference calls and a deep criminal background check.
- Assisting the Board with contract negotiation and compensation recommendations
- Communicating diligently with the Board and staff throughout the search
- Assisting with news releases announcing the new superintendent

Why is **SCHOOL EXEC CONNECT** so successful? We are one of the leading private search firms because we give school districts the personalized and individualized services each search deserves. Our firm is diverse, comprised of consultants who are knowledgeable and work closely together. We are large enough to have an exceptionally strong network but are small enough to give your District the focus and attention your search needs.

## SCHOOL EXEC CONNECT PROFILE

### 1. Overview of SCHOOL EXEC CONNECT

SCHOOL EXEC CONNECT was founded 14 years ago and since inception, SCHOOL EXEC CONNECT has become one of the leading educational search firms in the Midwest with 60 consultants, more than 340 searches completed throughout Mid-America and a 96% placement success rate.

SCHOOL EXEC CONNECT specializes only in executive searches for school districts, private schools, charter schools and consortium schools.

Address: 6058 Blake Ridge Road, Edina, MN. 55436  
Phone: 952-210-2790  
Fax: 877-705-5392  
Email: mdrageth@comcast.net  
Website: [www.schoolexecconnect.com](http://www.schoolexecconnect.com)

**Dr. Kenneth Dragseth**, President, SCHOOL EXEC CONNECT is the retired Superintendent of Edina (MN) Public Schools and recently retired as Director of Administrative Licensure at the University of Minnesota. Dr. Dragseth has led/participated in more than 55 searches in the Midwest. He has been National Superintendent of the Year and Minnesota Superintendent of the Year.

### 2. Length of time in business

SCHOOL EXEC CONNECT is a two-proprietor corporation founded in 2004 in Highland Park, Illinois. The corporation has never operated under another name and has been in continuous operation since 2004.

### 3. Outline of SCHOOL EXEC CONNECT's background and qualifications

- SCHOOL EXEC CONNECT has twelve Partners, seven Senior Associates and forty-one Associates working out of eight states.
- Partners, Senior Associates and Associates working for our firm include retired superintendents, sitting superintendents, college professors, human resource directors, special education superintendents and regional superintendents.
- Since 2004, we have successfully completed more than 340 searches for educational institutions.
- Our entire team of 60 consultants works closely together, supporting each search to find qualified candidates from across the country that match each district's needs.
- A hallmark of SCHOOL EXEC CONNECT is our *Annual Training Conference* where we train new associates, review our past year, improve our practices and get to know each other better to assure ongoing support and communication for our work together.
- We stay informed on legislative changes that affect school districts.
- All searches conducted by SCHOOL EXEC CONNECT have been completed on time and within budget.



- Our survey gives substantive information to Boards of Education about the various stakeholders' thinking. Given a large enough response, we can even report various subgroups' responses to a variety of topics important to your District.
- We have never been sued or refused any portion of payment by a district; nor have we ever had a search terminated.
- We provide complete written materials to support the needs of the District staff when preparing materials.
- We provide exceptional training and written materials for Boards and constituents who are involved in candidate interviews.
- The thoroughness of our community engagement gives a Board valuable information throughout the process, while leaving the search decisions in the hands of the Board.
- Our record of success is outstanding. More than 96% of our superintendent placements have been in good standing with their Boards after the first contract.

#### 4. Personnel to be used to complete the search

If our firm is selected, the following consultants will assist you directly with your search, and Dr. Rossi will serve as the lead consultant and liaison with the Board and District:

- **Dr. Gary Zabilka, Partner, SCHOOL EXEC CONNECT** is the retired superintendent of Morton Grove School District 70 (IL) and the past superintendent of Puffer-Hefty School District 69 in Downers Grove (IL), serving a combined total of 13 years as a superintendent. He is currently a Field Service Director for the Illinois Association of School Administrators, where he is responsible for coaching and mentoring new superintendents, as well as providing Professional Development in leadership for district administrators. He currently teaches educational administration courses for Loyola University, specializing in the areas of leadership and school finance. In 2012, Dr. Zabilka was named an Illinois Distinguished Superintendent.

Contact information: Dr. Gary Zabilka, Hawthorn Woods, IL  
847-715-8531, [gzabilka@iasaedu.org](mailto:gzabilka@iasaedu.org)

- **Dr. Harry Rossi, Partner, SCHOOL EXEC CONNECT** is the retired superintendent of the Northbrook/Glenview School District 30 (IL). He is President Emeritus of FED ED, advocating in Washington, D.C. for suburban schools and serves a Mentor for first year administrators for the North Cook Educational Service Center. Loyola University, where he has taught since 2000, has honored Harry with a Distinguished Alumni Award. In 2017 Dr. Rossi received the Distinguished Service award from the American Association of School Administrators. He is a past member of Oxford University's Roundtable on Educational Leadership and Oxford's Norham Centre for Leadership Studies. Harry was a member of the Illinois Governor's Commission, which revised the Illinois School Code. Harry recently completed Illinois searches for Gurnee School District 56, New Trier High School District 203, Northern Suburban Special Education District, Glenview School District 34, Winfield School District 34, Lake Villa School District 41, High School District 211, Ridgewood High School District 234, and Skokie District 68. Dr. Rossi has also lead successful Public Charter School Principal searches in Illinois and Michigan.

Contact Information: Dr. Harry Rossi, Chicago, IL  
847-370-8956, [hprossi30@hotmail.com](mailto:hprossi30@hotmail.com)

## 5. Financial stability

SCHOOL EXEC CONNECT has a steady record of profit since inception in 2004. We have never filed for bankruptcy, been sued or involved in any litigation with a client, school district, consultant, or candidate, or had any search terminated or been refused payment.

## 6. Reference Districts

SCHOOL EXEC CONNECT consultants Dr. Rossi and Dr. Zabilka will have finished the Wilmette 39 superintendent search before the holiday break. References will be available after the first of the year.

### **Community Consolidated School District 59**

**Search Year: 2012-13**

**6,800 students**

Arlington Heights, IL  
Brian Kiel Board President  
847-647-6764

[Kiel.Brian@ccsd59.org](mailto:Kiel.Brian@ccsd59.org)

### **Glenview School District 34**

**Search Year: 2016-17**

**5,000 students**

Glenview, IL  
Sam Ach, Board President  
847-998-5000

[sach@glenview34.org](mailto:sach@glenview34.org)

### **Gurnee School District 56**

**Search Year: 2017-18**

**2,073 students**

Gurnee, IL  
Dr. Jim Blockinger, Board President

[blockltd@comcast.net](mailto:blockltd@comcast.net)

### **Morton Grove School District 70**

**Search Years: 2011-12 & 2015-16**

**880 students**

Morton Grove, IL  
Tony Hofeld, Board President 2011, Board President  
847-966-0909

Paul McGivern 2015

847-370-8505

[pmcgivern@mgsd70.org](mailto:pmcgivern@mgsd70.org)

### **New Trier Township High School District 203**

**Search Year: 2016-17**

**4,000 students**

Winnetka, IL  
Gregory Robitaille, Board President  
312-239-7126

[Greg.Robitaille@waterstreet.com](mailto:Greg.Robitaille@waterstreet.com)

### **Skokie School District 68**

**Search Year: 2013-14**

**1,800 students**

Skokie, IL  
Una McGeough, Board President  
847-501-0191

[mcgeoughu@gmail.com](mailto:mcgeoughu@gmail.com)

### **Township High School District 211**

**Search Year: 2013-14**

**12,500 students**

Palatine, IL  
Bill Robertson, Board President  
847-755-6600

[brobertson@d211.org](mailto:b Robertson@d211.org)



## PROPOSED SEARCH PLAN

### Three reasons our firm should be selected to conduct your search:

1. We bring the most experienced and diverse candidate pools gender wise, culturally, by race, and by the range of work experiences. These candidates are well vetted and there have been no surprises regarding candidates during a search.
  2. Out of over 340 Superintendent searches conducted, 96% of the candidates placed are offered one or more contract renewals. This is an outstanding record.
  3. No search conducted by this firm has been halted, nor have any fees ever been refused or partially paid. No legal action has been suggested or been taken against the firm by a district, candidate, or consultant in our 14-year history. This speaks to our thoroughness, as well as our legal and ethical practice.
1. **Comprehensive Plan to accomplish tasks in the search process (All dates to be confirmed with the Board.) The process and timeline can be modified via discussion with the Board.**

### Phase A: Opening the Search (January 2019)

- The search process begins with the signing of the *Letter of Agreement*.
- An initial *Planning Meeting* is held with the Board to establish the scope and timeline of services.

### Phase B: Creating the New Superintendent Profile & Job Description (January-February 2019)

- Board members are interviewed to understand the qualities, skills, experiences they seek in a new superintendent. Determine the range of responsibilities for the position's job description.
- *Focus Groups* are held with selected groups such as Teachers, administrators, parents, students, community members, the Board of Education and any other groups or individuals recommended by the Board.
- A *District-wide On-line Survey*, tailored for your District, is designed to allow staff and community members to give input to the search process. This survey is available in 9 languages.
- A *New Superintendent Profile* is developed using the information gained from Board interviews, focus groups, individual interviews and written feedback, district strategic plans etc. The Board approves the *New Superintendent Profile*. A separate job description will be developed.

### Phase C: Developing the Candidate Pool (January-February 2019)

- The search process and calendar are posted on your District's website.
- The vacancy is advertised nationally and statewide and posted on the SCHOOL EXEC CONNECT website. We **have the ability to quickly send out an email blast notifying 5,000 superintendents of your vacancy.** We can access the American Association of School

Administrators (AASA) as well as the organizations that represent diverse candidates. We have placed women and minorities in many cases throughout the Midwest. Examples are Hopkins, St. Cloud, St. Anthony-New Brighton, Rush City, Grand Rapids, and St. Louis Park in Minnesota. In Minnesota 4 of the 6 were African-American and 3 of the 6 were women. In Illinois, we have recently placed women in Gurnee District 56, River Trails District 26, and Pennoyer District 79, as examples.

- The Consultants accept applications on our confidential secure website **and recruit candidates** who match your District's *New Superintendent Profile*. When recruiting candidates, we are considering the district context and goals for the future. Our firm is known for seeking a diverse candidate pool. On average we have a candidate application pool composed of candidates from 9-15 states and or foreign countries.
- The Consultants screen and interview selected candidates face-to-face using *The New Superintendent Profile, and job description*.
- We recommend that internal candidates follow the same process as external candidates.
- The consultants will evaluate and bring in the candidates who meet the criteria developed.
- References and Internet checks are conducted on potential candidates.
- Highly qualified candidates (typically five to seven) are presented to the Board and the Board decides whom to interview.

**Phase D: Selecting the Candidates (March 2019)**

- The Consultants hold a *Board Interviewing Workshop* prior to the first interviews.
- The Consultants facilitate Board interviews of the slate of candidates and the Board narrows the field to three semi-finalists.
- The consultants will vet the candidates, set up the interview schedules, support the Board in the development of questions and support the candidate regarding timelines, requirements in the application process and the interview process.
- It is suggested that the semi-finalists be interviewed by the same type of focus group as used to develop the Profile. *Interview Committee(s)* comprised of staff, parents and community members interview the semi-finalists in a structured process and each member writes individual feedback which is copied and given to each Board member for their review.
- The consultants can also provide a tool for evaluating candidate responses during the interview.
- The Board may have the semi-final candidates give a short *Formal Presentation* to observe the candidates' presentation skills.
- The Board conducts a second set of interviews using feedback from the *Interview Committees* in a formal and informal setting.
- The Board may choose to make reference calls or conduct a site visit to the final candidate's home district.
- The consultants will work with the Board to create a total compensation package for the final candidate.
- The Board negotiates and acts on the new superintendent's contract.

## **Methods to communicate with the School Board**

We have found the best method to communicate with a Board of Education is through a Board Liaison and District Staff Liaison. We use phone, email, scanning and texting. However, we will communicate in the way best for all Board members in your District. Our consultants are available to meet with the Board in person as often as requested. During the search, we provide updates and formal reports when we conduct the *Planning Meeting* with the Board, present the *Superintendent Profile* and present the *Final Report and Slate of Candidates*. We will recommend that the Search Process, Search Timeline, Survey Results and Profile Report be displayed on your District's website for all constituents, staff members, Board members and candidates to see.

## **Timelines, pre-qualifications and final recommendation processes**

Our suggested timeline is listed with the detailed search description. This is a typical timeline of 12-16 weeks. **We have done searches in an abbreviated timeline.** This depends on the Board's needs and our discussion together. We find that bringing a slate of five (5) to seven (7) pre-qualified candidates to the Board works the best. We then provide training for the Board to interview and reduce the slate to three (3) finalists in first interviews. We also recommend interview committees to make non-ranked, individual recommendations to the Board before their final candidate interviews. The Consultants may facilitate these interviews.

## **Our role in assisting the Board with candidate selection**

We will provide the Board with detailed written interview guidelines, including questions for the candidates. We will also provide training for the Board in interviewing techniques. We also provide all written materials for the *Interview Committees* and may facilitate the interviews.

## **Recommendations for community participation**

Community engagement is one of the hallmarks of our success. We will ask the Board to recommend *Focus Group* participants for us to interview. We will create a customized *District-wide On-line Survey* for your entire constituency. We will interpret the *Survey* and *Focus Group* information and assist the Board in creating a *New Superintendent Profile*, which we will ask the Board to review and approve. Community and staff are sometimes present for initial interviews as observers and may be a part of final community or staff interview groups providing structured feedback to the Board members on a document we provide. If the search is a closed executive session for interviews, then they may not be present. We have conducted all kinds of arrangements and are open to the plan that best meets the district's needs. We do suggest that the final round of interview include some staff and community involvement to give input as it does help to develop support for the final candidate chosen and begins the building of a successful working relationship with staff and community.

## **Information needed from Board and staff**

In every search, there are specific duties and actions that can be performed only by District Board and staff liaisons. We recommend one designated Board member as the liaison for the overall communication purposes of the search and one staff member assigned to the search for logistical purposes.

Designated staff member(s) will be asked to do the following tasks:

- Oversee the posting of the position and related superintendent search information (developed by the Consultants) on your District's website with links
- Send the survey link to community and post on District website
- Provide logistical support for Focus Groups
- Duplicate copy ready materials for the interview committees
- Oversee arrangements for the interview places and equipment needed for them
- Assist in making dinner arrangements for the Board and the finalist candidates (Optional)
- Duplicate the Committee feedback for each board member after the finalist interviews
- Assist the Board liaison and Consultants as search issues arise

## **Methods to identify and recruit candidates**

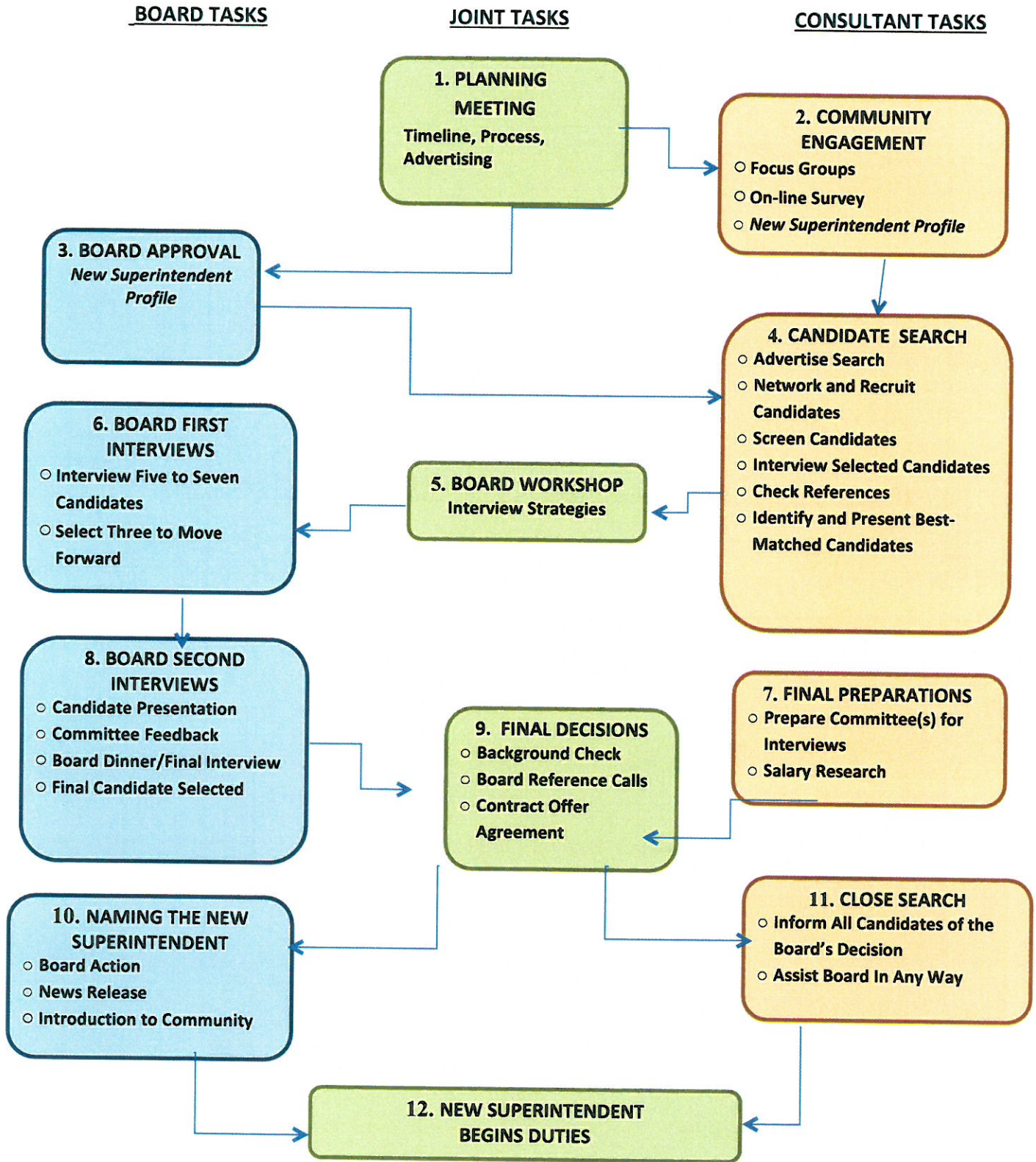
To identify prospective candidates, we use a variety of methods. The most efficient way is through our *Colleague Network*. We have 60 consultants in **SCHOOL EXEC CONNECT** who work very closely together to identify candidates. Our national network has been effective in identifying candidates from out-of-state. We place ads as requested in Education Week, AASA website or in print and the Illinois associations for administrators and School Boards. We also place ads in other sites as requested. We will use regional and state venues to advertise the position and will work with your Board to design your complete advertising approach for the position. Because candidates know and trust our firm, they will check our website and your District's website for information about your position.

## **Compensation Package Development**

The consultant team has extensive experience developing information and data that will help the Board as they create an attractive compensation package. They will request a copy of the current superintendent's contract. They can develop or access data about the regional packages for superintendent's and/or districts of similar size etc. There are sometimes individual needs of a person that can be accommodated and other aspects eliminated. The consultants are very informed on the laws and the typical contract for a superintendent in Illinois. They can advise the Board on all aspects of a search.



## SCHOOL EXEC CONNECT PLAN OF WORK: SUPERINTENDENT SEARCH



**Consulting Fee:**

The consulting fee for your search will be \$16,900. It is inclusive, and no hourly fees will be charged in addition. The consulting fee may be reduced and negotiated if the level of search services is reduced.

**Expenses:**

Regular expenses will not exceed \$1,600. These include, but are not limited to copying, secretarial support, consultant travel expense, supplies and interview costs.

**Advertising:**

Advertising costs are determined and paid by the District. Options include:

- Print and online advertising in *Education Week* Print begins at \$1,500 and varies by length of ad and number of times it is run. Online is \$410 for four weeks. **We recommend only doing the online ad.**
- Connections to the American Association of School Administrators (AASA) and IASA websites. AASA online is \$495 for one month.
- Posting on the **SCHOOL EXEC CONNECT** website at no charge
- E-mail blasts to 5,000 superintendents across the country is \$599.00 for 30 days.
- Emails, phone calls, and direct contacts with selected superintendents at no charge.

**Other Expense Information:**

- **SCHOOL EXEC CONNECT** will invoice your District twice. First, after signing the *Letter of Agreement* and, second, upon the appointment of your new district administrator.
- After the candidate pool has been presented to the Board, the District incurs the costs of the search.

### OUR GUARANTEES

1. In the event the first slate of candidates does not include a superintendent the Board wishes to hire, the consultants will continue to bring candidates forward for actual expenses only until the Board has found a superintendent to whom they wish to offer a contract. No additional consulting fees will be charged.
2. If the superintendent resigns or is dismissed for any reason within twenty-four months of the starting date, the consultants will conduct a new search for no additional consulting fee. The Board will pay only the actual expenses of the search as listed above under Expenses.
3. **SCHOOL EXEC CONNECT** guarantees that our consultants will not recruit your new superintendent for the duration of his/her first two contracts.

Approval of Selected Executive Search Firm for the Superintendent Search

ACTION ITEM 01-01-19

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the selection of \_\_\_\_\_ search firm to conduct the superintendent search.

The votes were cast as follows:

Moved by: \_\_\_\_\_ Seconded by : \_\_\_\_\_

AYES:

NAYES:

PRESENT:

ABSENT:

01/07/19