

May 11, 2015

Matt Ellingson, Board President
North Boone CUSD 200
6248 N. Boone School Rd.
Poplar Grove, IL 61065

Mr. Ellingson:

Selecting a Superintendent is the most important decision you and your board will make as school board members. It makes sense to choose the most experienced and professional assistance possible when making this key decision. The Illinois Association of School Boards (IASB) has conducted nationwide superintendent searches for member districts for more than 50 years. Our advertisement of vacancies reaches and attracts applicants from across the nation and around the globe.

If the North Boone CUSD 200 Board of Education employs IASB to provide assistance in a Professional Executive Search for a Superintendent, the Illinois Association of School Boards will:

- ◆ Facilitate a Professional Executive Search to meet the needs of the district.
- ◆ Designate a search coordinator who will be available for phone consultations throughout the process.
- ◆ Assist the School Board in establishing the timeline for the search process.
- ◆ Develop an announcement of the vacancy.
- ◆ Assist the School Board in identifying the ideal candidate needed profile.
- ◆ Provide guidance on an appropriate compensation package.
- ◆ Announce and advertise the vacancy and solicit applicants for the position.
- ◆ Collect applications, verify the qualifications, experience and licensure of all candidates, and their willingness to interview for the position.
- ◆ Review all applications, select and recommend to the School Board a list of 4–6 candidates for interviews.
- ◆ Verify references and conduct limited background inquiries for leading candidates.
- ◆ Assist the School Board in establishing the interview format and preparing for a site visit as appropriate.
- ◆ Provide a post-search board/superintendent workshop with a Field Services Director.

PLEASE REPLY TO:

□ 2921 Baker Drive
Springfield, Illinois
62703-5929
217/528-9688
Fax: 217/528-2831

□ One Imperial Place
1 East 22nd Street
Suite 20
Lombard, Illinois
60148-6120
630/629-3776
Fax: 630/629-3940

OFFICERS

Karen Fisher
President

Phil Pritzker
Vice President

Carolyn Brooks
Immediate Past President

Dale Hansen
Treasurer

Roger L. Eddy
Executive Director

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The base price of the search will be \$6,950 (dependent on your district's average daily attendance). The total cost of the search will be determined by the additional optional services chosen by the board of education from the menu of services.

Should the board choose to use the services of the IASB for the superintendent search, there are two next steps which will move the process forward: (1) An official board action to consider and/or approve the selection of the IASB as the search consultant. On the basis of this action, the board president will sign a "Professional Services Agreement" with IASB. (2) Meet with the consultant to consider the various "decision points" in planning for the search.

The Illinois Association of School Boards is your advocate. It is important to education in Illinois that you have the Superintendent who can best serve you and your district. We offer experience and integrity in helping you achieve your goal.

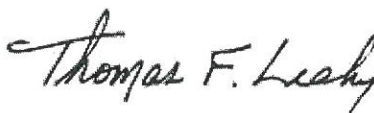
IASB would be honored to be part of this very important process in the life of your district.

IASB is an equal opportunity employment search agency.

Sincerely,



Donna Johnson
Director, Executive Searches
Illinois Assoc. of School Boards
630/629-3776, ext. 1233



Thomas F. Leahy
Consultant, Executive Searches
Illinois Assoc. of School Boards
217/528-9688, ext. 1153

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STEPS IN THE SUPERINTENDENT SEARCH PROCESS

STEP 1. **Establish a Timeline and Process for the Search. (open meeting)**

After an official board action to approve the Illinois Association of School Boards (IASB) to facilitate the superintendent search, an IASB consultant will meet with the Board of Education to establish the timeline and process to be followed in the search. It is important to have agreement about a clear process which gives the search “transparency” and legitimacy in the eyes of all. Each member of the board will complete a survey and be interviewed by the IASB consultant. This offers each member of the board an opportunity to express priorities regarding the person needed section of the announcement of vacancy flyer. IASB consultant will assist the board in identifying the salary to be advertised. Phone consultation with search consultant is available throughout the search process.

Optional: IASB will make available on-line Staff and/or Community Surveys. Additional fee to facilitate in-district Focus Group Interviews.

On-line surveys will be made available to the staff and the community to solicit their input on priorities regarding the person to be sought as superintendent. The surveys will be tabulated by IASB. A summary report of staff and/or community surveys will be shared with the board at a scheduled meeting between the board and the reviewing committee.

The IASB consultant can act as an interviewer and facilitator to gather perceptions key members of the district administration, representatives of the staff, and/or other members of the school community regarding the characteristics and skills to be sought in a new superintendent. This "up-front" input will be used in the development of a specific and comprehensive profile of the "person needed" as the chief executive officer of the district.

STEP 2. **Announce and Advertise the Vacancy.**

The IASB solicits applicants for the position in accordance with the timeline established by the board. In an aggressive nationwide search, the vacancy will be placed before potential candidates throughout Illinois and the United States. Contacts might include:

- The IASB uses its Internet Home Page (www.iasb.com), the Illinois Association of School Administrators (IASA) web listing, as well as other electronic listings, to make sure the position is known in the widest possible way.
- A listing of individuals who have indicated an interest in receiving the IASB vacancy notices.
- A listing of Educational Service Region officials and university career placement officials.
- All colleges and universities throughout the United States that provide NCATE (National Council for Accreditation of Teacher Education) preparation programs for superintendents.
- All state associations of school boards.
- Personal contacts.

North Boone CUSD 200 Superintendent Search Proposal

STEP 3. **Develop Announcement of Vacancy Flyer to Advertise the Position.**

The IASB consultant assists the board in developing and completing the material for the announcement of vacancy flyer which will publicize the position. The announcement of vacancy flyer will reference: general information on the application process, salary, the district and the surrounding area, the financial structure of the district and the members of the Board of Education.

Example of announcement of vacancy flyer is included and should have the following:

- A description of the school district, which may include its geographic location, the district's basic educational philosophy which covers such points as: the educational aspirations and ideals of the board and citizenry; a description of curriculum presently in use; pilot programs; etc. A description of the current administrative staff, number of teachers, future building needs, assessed valuation and tax rates.
- A description of the community--its socio-economic, industrial and cultural nature.
- Special emphasis is given to the development of a description of the person wanted through extensive dialogue among the board of education members. This information will alert candidates to the requirements of the position and will be used by the IASB reviewing committee as a "blueprint" or specific guide in reviewing applications.
- Some reference to salary.

Optional: Additional Advertising (costs vary)

Advertisement in *Education Week*, a national newspaper devoted entirely to education with an estimated circulation of 240,000 readers.

STEP 4. **Collect the Applications; Verify the Qualifications, Experience and Certification of all Candidates.**

IASB will receive all applications, verify candidate's qualifications and field any questions from those interested in the position.

STEP 5. **Review Applications.**

The IASB assembles a reviewing team to review materials submitted by all applicants.

STEP 6: **Develop a List of Candidates and Identify Final Candidates.**

IASB reviewing team will interview candidates before presentation of recommended candidates to the board. Candidates are responsible for their own expenses for this interview.

STEP 7: **Verify References of Candidates.**

The district will conduct background check on the desired candidate. However, the IASB reviewing team will contact candidate's references and former employers who are listed under employment history. We feel strongly that the ultimate employer of the candidate should make personal contact with the candidate's references; since you as the employer will be held accountable for your hiring decisions. Therefore the references you rely on to make this decision should not be second-hand.

North Boone CUSD 200 Superintendent Search Proposal

STEP 8: **Schedule Candidate Interviews with Board of Education.**

STEP 9: **Present Recommended Candidates (closed meetings).**

The IASB consultant meets with the board of education to provide:

- Presentation of the candidates recommended by the reviewing committee, including the professional preparation of each candidate. The board will receive the complete application packet of each of the candidates recommended by the reviewing committee on disk.
- Assistance to the board of education in establishing the interview format and procedures.
- Information to the board on any concern it may have about completion of the process. Areas typically discussed are contracts, fringe benefits, job description, site visits, and evaluation procedures.

Optional: Mock Interview Session:

In order to prepare for initial interviews of recommended candidates, a mock interview session for the board can be arranged with an IASB consultant.

STEP 10. **Selection of the Superintendent.**

Initial Interviews of the Recommended Candidates. (closed meetings)

The board meets and studies the credentials of the recommended candidates submitted by the reviewing committee. First interviews with the board are at the applicant's expense. Candidates responding to an invitation from the board for further interviews should be reimbursed by the board for expenses incurred (This cost is not included in the IASB quote).

Optional Second Interviews. (closed meetings)

From those initially interviewed, the board may select one, two, or three candidates in whom the board has a high degree of interest for second interviews.

The Site Visit.

After narrowing the field to a top candidate, a committee of the board visits the district and the communities of the favored candidate. The site visit serves as a further means of assessing the candidate's appropriateness for the position. The site visit allows the board to confirm that others see the same characteristics and qualities they have identified. The board finalizes its process as a result of the interviews and visitations and offers a contract to the person of its choice.

Post Search Workshop for the New Team (facilitated by Field Services Director) (could be a closed meeting).

We are pleased to offer your board and new superintendent team a complimentary in-district workshop to assist you as you move forward working together during this first critical year. It is our hope that this workshop will provide an opportunity for the board and new superintendent to begin to build the new governance team and to become acquainted with resources your school board association has available to support you in this important work. The workshop generally will be a "team building" workshop that may be customized based upon district needs.

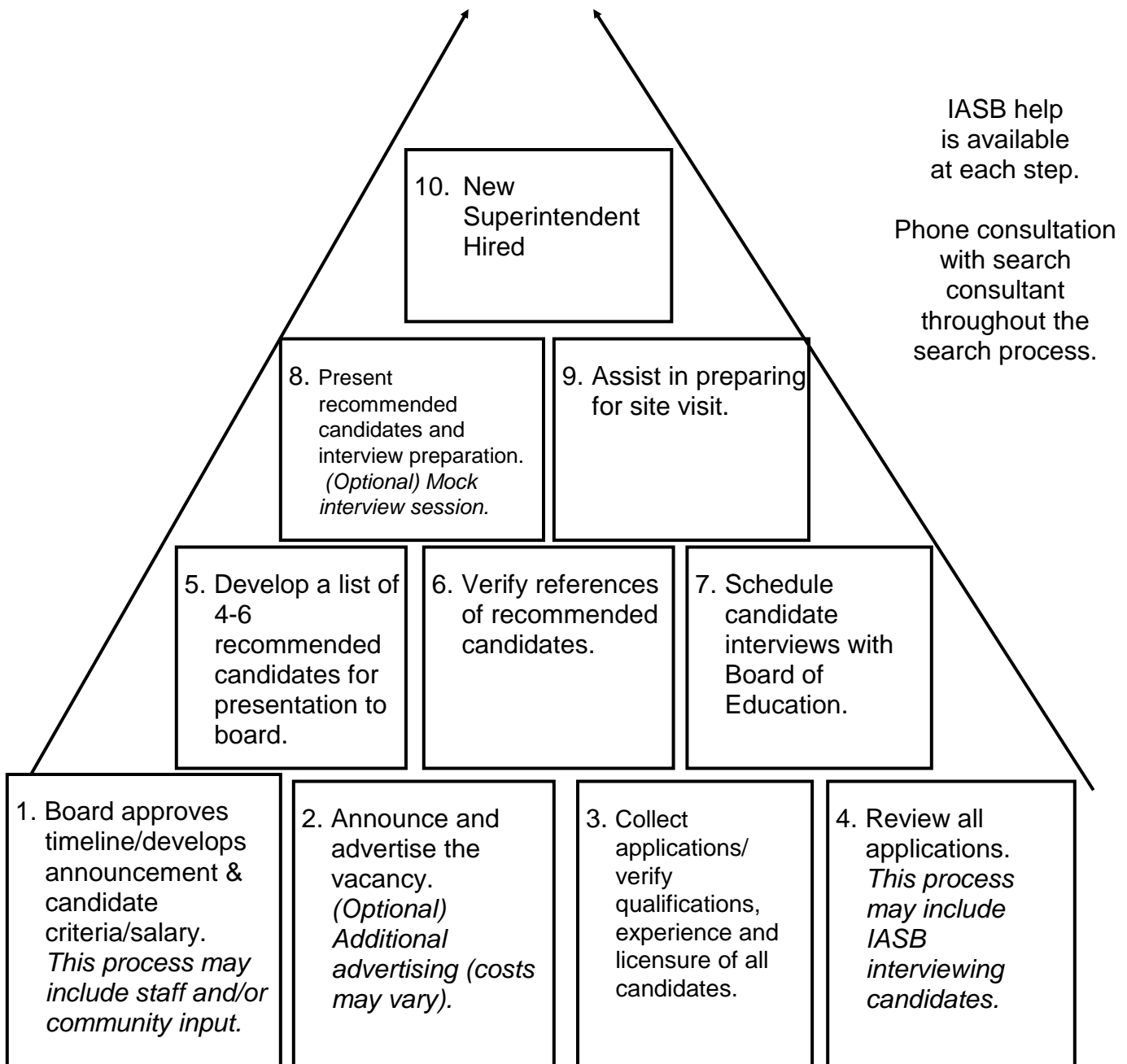
WEB SITE: Be sure to check our web site for more information on IASB search services and information on current and past searches (including examples of brochures and advertised superintendent salary information). <http://www.iasb.com/files/superintendents.htm>.

IASB Superintendent Search

THE PROVEN PYRAMID

**“Being clear about search criteria
builds a firm foundation for the project”**

STEPS IN HIRING A NEW SUPERINTENDENT



North Boone CUSD 200
SUPERINTENDENT SEARCH
A POSSIBLE TIMELINE

- To be determined Search Consultant Presents an Overview of the Search Process
- To be determined Official Board Action to Approve Contract
- Upon Signed Contract Position Posted on IASB/IASA Websites
- To be determined Consultant Meets with Board to Plan Search/ Board Approves Timeline
- To be determined Board Online/Hard Copy Surveys
- To be determined (optional)..... Staff and Community Online Surveys
- To be determined Board Approves Material for Announcement
- To be determined Position Updated on IASB and IASA’s Website
- To be determined Announcement of Vacancy Listed Online IASB and IASA Websites
- To be determined Final Date To Apply
- To be determined Search Team Reviews Applications
- To be determined (optional)..... Search Team Interviews candidates
- To be determined Search Consultant Presents
Recommended Candidates to Board in Closed Session
- To be determined Board Conducts Initial Interviews in Closed Session
- To be determined Board Conducts Second Interviews in Closed Session
- To be determined Board Conducts Site Visit
- To be determined Board Negotiates/Offers Contract/Appoints New Superintendent
- July 1, 2016 Employment Commences

*Post search workshop for the new team facilitated by a Field Service Director
within 6 months of new superintendent start date.*

IASB SEARCH EXPERIENCE

The Association is well-equipped to search out qualified candidates. Its staff is familiar with the many ways of reaching potential candidates around the state and the nation. Also, the IASB has many years of experience at helping individual school boards define their particular needs and in reviewing candidates who can fill those needs with competence. The IASB is an active member of the National Affiliation of Superintendent Searchers (NASS). Donna Johnson is a former chair of NASS. Thomas F. Leahy is the current chair.

In the 2013-2014 school year, according to IASB records, IASB conducted the following 19 administrative searches:

Arthur-Lovington CUSD 305

(Douglas County)

Griggsville-Perry CUSD 4

(Pike County)

Serena CUSD 2

(LaSalle County)

Beach Park CCSD 3

(Lake County)

Harrisburg CUSD 3

(Saline County)

Sherrard CUSD 200

(Rock Island County)

Brooklyn USD 188

(St. Clair County)

Kankakee SD 111

(Kankakee County)

Tri-City CUSD 1

(Sangamon County)

Cook County SD 130

(Cook County)

Meridian CUSD 101 (S/P)

(Pulaski County)

Washington CHSD 308

(Tazewell County)

Country Club Hills SD 160

(Cook County)

River Bend CUSD 2

(Whiteside County)

Waterloo CUSD 5

(Monroe County)

Forrestville Valley CUSD 221

(Ogle County)

Riverton CUSD 14

(Sangamon County)

Will County SD 92

(Will County)

Schuyler-Industry CUSD 5

(Schuyler County)

SUPERINTENDENT SEARCH SURVEY
(can be completed online)
North Boone CUSD 200

The Board of Education is very interested in your input as it seeks to hire a new Superintendent for North Boone CUSD 200. This survey is provided by the Illinois Association of School Boards, who is assisting us. The survey results will be shared with the Board of Education, but all survey responses and comments will remain anonymous. Thank you!

INSTRUCTIONS: READ the following 15 items. Choose the FIVE items that you believe identify the traits or skills the next Superintendent must have that demonstrate a good match for the district.

The Superintendent of our district should be an educational leader who:

1. promotes the success of every student by facilitating the development, articulation, implementation and stewardship of a <u>vision</u> of learning that is shared by all stakeholders.	
2. advocates, nurtures and sustains a school culture and instructional program conducive to student learning and staff professional growth.	
3. ensures the management of the organization, operation and resources for a safe, efficient and effective learning environment.	
4. collaborates with faculty and community members, responds to diverse community interests and needs, and mobilizes community resources.	
5. acts with integrity, fairness and in an ethical manner.	
6. able to assess, analyze and anticipate emerging trends and initiatives in order to adapt leadership strategies.	
7. has the ability to successfully apply the legal requirements involved in the administration and management of a public school district including labor relations and the management of the negotiated contract.	
8. has proven abilities in human relations and communications.	
9. has the ability to work cooperatively with the Board of Education.	
10. has the ability to interpret complex educational and financial data to the Board, staff and community.	
11. has ability in selecting, assigning and evaluating staff.	
12. will stay abreast of legislation and help the district engage in the legislative process.	
13. has the proven ability to maximize financial and human resources in support of educational programs in the district.	
14. has experience in planning, one who will develop with the Board of Education both long and short range district goals.	
15. has a willingness to take risks, to encourage others to innovate, while remaining accountable to the Board of Education.	

It is important that our Superintendent:

have previous successful experience as a <u>Superintendent</u> .	_____ yes _____ no
resides in the district (after employment).	_____ yes _____ no

**Questions for Community and Staff Focus Group
Interviews (*Optional*)**

1. What is unique about this school district? What special features make it different from any other school districts?
2. What are the major strengths of this district? What are you especially proud of about this district?
3. What are the weaknesses or areas of concern of this district?
4. What strengths or basic qualities are you looking for in the new superintendent?

Foundational Principles of Effective Governance

As the corporate entity charged by law with governing a school district, each School Board sits in trust for its entire community. The obligation to govern effectively imposes some fundamental duties on the Board:

1. The Board Clarifies the District Purpose.

As its primary task, the Board continually defines, articulates and re-defines district ends to answer the recurring question -- who gets what benefits for how much? Effective ends development requires attention to at least two key concerns: student learning and organizational effectiveness.

- Ends express the benefits the school district should deliver, thereby providing the entire system with clarity of purpose and a clear direction. A School Board rarely creates district ends; rather, it most often detects them through listening and observing.
- Ends reflect the district's purpose, direction, priorities and desired outcomes and are recorded in statements of core values/beliefs, mission, vision and goals.
- In effective school districts, every part of the organization is aligned with the ends articulated by the School Board in written Board policy.
- Well-crafted ends enable the School Board to effectively and efficiently monitor district performance and assess organizational success (Principle 5).

2. The Board Connects With the Community.

The School Board engages in an ongoing two-way conversation with the entire community. This conversation enables the Board to hear and understand the community's educational aspirations and desires, to serve effectively as an advocate for district improvement and to inform the community of the district's performance.

- Community engagement, also called public engagement or civic engagement, is the process by which school boards actively involve diverse citizens in dialogue, deliberation and collaborative problem solving around common concerns.
- Effective community engagement is essential to create trust and support among community, Board, Superintendent and staff.
- A Board in touch with community-wide concerns and values will serve the broad public good rather than being overly influenced by special interests.
- The School Boards must be aggressive in reaching out to the community – the district's owners – to engage people in conversations about education and the public good. In contrast, people who bring customer concerns to Board members should be appropriately directed to the superintendent and staff.

3. The Board Employs a Superintendent.

The Board employs and evaluates one person - the Superintendent - and holds that person accountable for district performance and compliance with written Board policy.

- An effective School Board develops and maintains a productive relationship with the Superintendent.
- The employment relationship consists of mutual respect and a clear understanding of respective roles, responsibilities and expectations. This relationship should be grounded in a thoughtfully crafted

employment contract and job description; procedures for communications and ongoing assessment; and reliance on written policy.

- Although the Board is legally required to approve all employment contracts, the Board delegates authority to the Superintendent to select and evaluate all district staff within the standards established in written Board policy.

4. The Board Delegates Authority.

The Board delegates authority to the Superintendent to manage the district and provide leadership for the staff. Such authority is communicated through written Board policies that designate district ends and define operating parameters.

- Ultimately, the School Board is responsible for everything, yet must recognize that everything depends upon a capable and competent staff.
- “Delegates authority to” means empowering the Superintendent and staff to pursue Board ends single mindedly and without hesitation. A Board that does (or re-does) staff work disempowers the staff. High levels of Superintendent and staff accountability require high levels of delegation.
- Delegation is difficult for anyone accustomed to direct action. However, to appropriately stay focused on the big picture and avoid confusing the staff, members of the School Board must discipline themselves to trust their Superintendent and staff and not involve themselves in day-to-day operations.

5. The Board Monitors Performance.

The Board constantly monitors progress toward district ends and compliance with written Board policies using data as the basis for assessment.

- A School Board that pursues its ends through the delegation of authority has a moral obligation to itself and the community to determine whether that authority is being used as intended.
- Unless the Board is clear about what it wants, there is no valid way to measure progress and compliance.
- A distinction should be made between monitoring data (used by the Board for accountability) and management data (used by the staff for operations).
- The constructive use of data is a skill that must be learned. The Board should have some understanding of data, but will typically require guidance from the staff.

6. The Board Takes Responsibility For Itself.

The Board, collectively and individually, takes full responsibility for Board activity and behavior – the work it chooses to do and how it chooses to do the work. Individual Board members are obligated to express their opinions and respect others’ opinions; however, Board members understand the importance of the Board ultimately speaking with one clear voice.

- The School Board’s role as trustee for the community is unique and essential to both the district and community.
- While the Board must operate within legal parameters, good governance requires the Board be responsible for itself, its processes and contributions. Board deliberations and actions are limited to Board work, not staff work.
- The Board seeks continuity of leadership, even as it experiences turnover in membership. The Board accomplishes this by using written Board policies to guide Board operations, by providing thorough orientation and training for all members, and by nurturing a positive and inviting Board culture.

IASB STAFF STANDARDS

In order to make our members aware of the conduct they have a right to expect from us, the Member Services staff of the Illinois Association of School Boards has adopted the following standards.

As members of the IASB Member Services staff, **WE WILL:**

1. make excellence in local school governance in support of quality public education our highest priority, and take every opportunity to contribute to the understanding of school boards and their essential role in governing the public schools;
2. set an example for members of school boards and their administrative staffs by always acting in a manner that reflects favorably upon the integrity and reputation of the Association, its leadership, membership and staff;
3. make commitments only after thoughtful consideration and make no promises that will not be kept;
4. represent information as factual only when its accuracy can be verified, clearly distinguish between facts and opinion in our comments, and avoid speculation with information that could put someone else at risk;
5. ensure that anyone who calls on the Association for information or assistance receives a prompt, helpful response;
6. accept full responsibility for the exercise of any authority that has been delegated;
7. model the value of continuous learning by engaging in professional development opportunities and self-improvement activities.

Further, as members of the IASB Member Services staff, **WE WILL NOT:**

1. take any action or make any commitment that is not legal, ethical, consistent with the mission of the Association, or in the best interest of school boards as public institutions;
2. use any words or take any action that would intentionally harm individual school board members or administrators;
3. knowingly participate in any activity on behalf of the Association that would be illegal or would abuse the Association's exception under the Open Meetings Act;
4. engage in gossip or divulge information that has been provided in confidence.
5. confuse the distinction between bona-fide legal advice and general information about the law and

never give advice that should come from an attorney;

6. commit the Association to any action that might endanger its financial health or to any expenditure that has not been budgeted or otherwise properly authorized.

In addition, those of us who serve as executive search consultants **WILL**:

1. represent only the interests of client school boards, not individual candidates, and impartially evaluate all candidates based on criteria established by the school board;
2. strive to maintain anonymity to candidates throughout the application and evaluation process by not revealing their identities to anyone, including the client school board, unless or until a candidate becomes a finalist for the position or otherwise gives permission to do so;
3. remain available to help the client school board build an effective working relationship with its new superintendent.

{this section reviewed and updated June 2013}

As IASB Staff, we agree to live and be held accountable for these Standards.

Illinois Association of School Boards
May, 2011

TO: Board of Education

RE: Next Steps to begin a Superintendent Search

Should the Board choose to use the services of the IASB for the Superintendent Search, there are two next steps which will move the process forward:

- (1) An official board action to consider and/or approve the selection of the IASB as the search consultant. On the basis of this action, the Board President will sign a "Professional Services Agreement" with the IASB.
- (2) Schedule a meeting to consider the various "decision points" in planning for the search. Agenda for the meeting will include (presented here so you can think about it before the meeting):
 - a. Objectives for the evening:
 - Consider objectives for your search process.
 - Make decisions on various parts of the search process.
 - Assure everyone understands the search process.
 - Assure clarity regarding next steps and responsible parties.
 - b. Decision points for the board. (Consultant will have recommendations at each point).
 1. Timeline for the Search (including dates for these two important meetings).
 - a. Board approves announcement of vacancy.
 - b. In-district interviews and/or online surveys from district representatives. Who? When? (an additional cost option)
 - c. Meeting to Present Candidates to the Board. How many candidates does the board want to be recommended? (The Board will need to be available for a number of meetings for interviews and negotiations).
 2. Internal Candidates – considerations?

The IASB is honored to be part of this very important process in the life of your district.

IASB PROFESSIONAL SERVICES AGREEMENT

This Agreement, made and entered into this ____ day of _____, 2015 by and between the Illinois Association of School Boards (IASB) and _____ (District) is for executive search services. In consideration of the mutual promises contained herein, and other good and valuable consideration, IASB and _____ (District) agree as follows:

Section One - Consulting Services: IASB agrees to provide the District with the services identified in the "Description of Executive Search Services," incorporated by reference herein, performed by IASB professional staff members. IASB will perform a limited background inquiry of each applicant before placing him or her in the final pool of candidates that is provided to the Board. IASB shall have complete and sole discretion concerning this background inquiry. The District is responsible for all employment background screening including, without limitation, checking credit reports and obtaining the required criminal background investigation.

Section Two - Consulting Fee: The District agrees to pay IASB for the services identified in the proposal, incorporated by reference herein.

The total cost of the search service as described in the Description of Executive Search Services will be and not exceed \$_____.

\$_____ (1/2 total cost) shall be due upon execution of this Agreement and prior to the commencement of services.

The balance of the fee will be due upon completion of services and invoicing by the Association. Additional search services are available to the District for an additional cost.

Section Three - Proprietary and Confidential Information: The District acknowledges that the services of IASB extend throughout the State of Illinois, and that the release of any confidential information concerning actual applicants for the position of superintendent, without the prior written consent of IASB or the individual applicant, would cause irreparable injury to IASB and/or the applicant. The District further acknowledges that IASB is the owner of the list of actual applicants and that the applicant list will not be provided to the District. The District further acknowledges that its full and faithful observance of this covenant will not cause it any undue hardship, financial or otherwise.

Section Four - Hold Harmless: The District agrees to indemnify IASB, its officers and directors, employees, and agents against any claim, loss, and/or liability arising out of any service or advice rendered pursuant to this Agreement.

Section Five - Miscellaneous Terms and Conditions: IASB certifies that it will follow all applicable State and federal equal employment opportunity laws and regulations. District certifies that it will not use information supplied by IASB in violation of any applicable State or federal equal employment opportunity law or regulation.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

Illinois Association of School Boards,
a Not-for-Profit Corporation

President, Board of Education

Benjamin S. Schwarm, Deputy Executive Director

Illinois Association of School Boards
Donna Johnson, IASB Director, Executive Searches

2921 Baker Drive • Springfield, Illinois 62703 • 217/528-9688 • 217/528-2831 (fax)
1 East 22nd Street, Suite 20 • Lombard, Illinois 60148 • 630/629-3776 • 630/629-3940 (fax)

Description of Executive Search Services

DISTRICT _____

MONTH, YEAR _____

Professional Executive Search - \$_____ (based on the district's ADA)

A. Phone consultation with the search coordinator throughout the process

B. Meet with the Board of Education

First Meeting:

1. Review the search process
2. Establish the timeline

Second Meeting:

1. Develop announcement of the vacancy
2. Develop candidate criteria with the Board
3. Assist in compensation package development

C. Post the vacancy on the IASB and IASA websites

D. Collect applications; verify the qualifications, experience and certification of candidates

E. Review all applications

F. Develop a list of 4-6 recommended candidates

G. Perform a limited background inquiry of recommended candidates

H. Schedule candidate interviews

I. Meet with the Board of Education

Third Meeting:

1. Present recommended candidates
2. Interview preparation
3. Assist in preparing for a site visit as appropriate

J. Provide a post-search board-superintendent workshop, if applicable, with a Field Services Director

Illinois Association of School Boards
Donna Johnson, IASB Director, Executive Searches

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Menu of Services and Fees

DISTRICT _____

MONTH, YEAR _____

Additional Executive Search Services:

*The District must check the box next to the services it selects.
IASB will bill the district for additional services chosen.*

- Staff and/or community online surveys (an additional \$1,000)
- Staff and/or community In-District interviews (an additional \$1,500 per day per consultant)
- Additional advertising, i.e.: Education Week, AASA, etc. (at actual cost)
- Two IASB Consultants interview candidates (an additional \$1,500 per day per consultant)
- In-District Mock Interview Training Session with the Board of Education (an additional \$1,500)
- Facilitate In-District stakeholder group interviews with semi-finalists identified by the Board (an additional \$750 per ½ day)

Additional Services: \$1,500 per day for in-district work or work performed in IASB offices.
This Menu of Services and Fees supplements the original IASB Professional Services Agreement; all provisions in that Agreement apply to it.

President, Board of Education

Illinois Association of School Boards
Donna Johnson, IASB Director, Executive Searches

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THOMAS F. LEAHY
CONSULTANT, EXECUTIVE SEARCHES
ILLINOIS ASSOCIATION OF SCHOOL BOARDS

EDUCATION

Education Specialist	WIU – Macomb, IL	1991
Master of Science	SIU – Edwardsville, IL	1978
Bachelor of Arts	American Conservatory of Music – Chicago, IL	1973
H.S. Diploma	Glenwood High School – Chatham, IL	1967

EXPERIENCE

Consultant / Executive Searches

Illinois Association of School Boards 2008 – present

Superintendent of Schools

Quincy Public School District #172 2003 – 2008

Central CUSD # 3 2000 – 2003

Payson CUSD # 1 1994 – 2000

K – 12 Principal/Assistant Superintendent

West Pike CUSD # 2 1990 – 1994

K – 12 Principal

Griggsville CUSD # 4 1980 – 1990

Teacher

Pikeland Unit 10 1979 – 1980

Breese Central HS 1975 – 1979

Aviston Elementary School 1973 – 1975

PROFESSIONAL ORGANIZATIONS / OFFICES / AWARDS

National Affiliation of Superintendent Searchers – Member 2008 – present
Chair 2014 – 2015

Glenwood H.S. Hall of Fame Inductee 2007

American Association of School Administrators 1994 – present

Illinois Association of School Administrators 1994 – present
President 2007 – 2008

AASA Illinois Superintendent of the Year 2006

Western Illinois University Arnold Salisbury Ed. Admin. Leadership Award 2005

Alliance Library System – *Administrator of the Year* 2005

Quincy University Advisory Committee – Doctor of Educ. Development 1999 – 2003

Large Unit District Association – Member 2003 – 2008

Executive Board Member 2004 – 2006

Administrators’ Roundtable – WIU – Member 1982 – present

President 2004 – 2005

President 1997 – 1998

Illinois Principals Association – Member 1980 – 1994

2010 – present

Region III IPA / Principal of the Year 1994

COMMUNITY ORGANIZATIONS – brief summary

New Salem Township Supervisor 2013 – present

United Way of Adams County – Board of Director 2005 – 2008

Professional Campaign Division Leader 2006 – 2008

Alliance for Building Communities – Steering Committee Member 2004 – 2008

Quincy Black Star Project – committee member 2004 – 2008

Lincoln’s Challenge Mentor 1999 – 2000

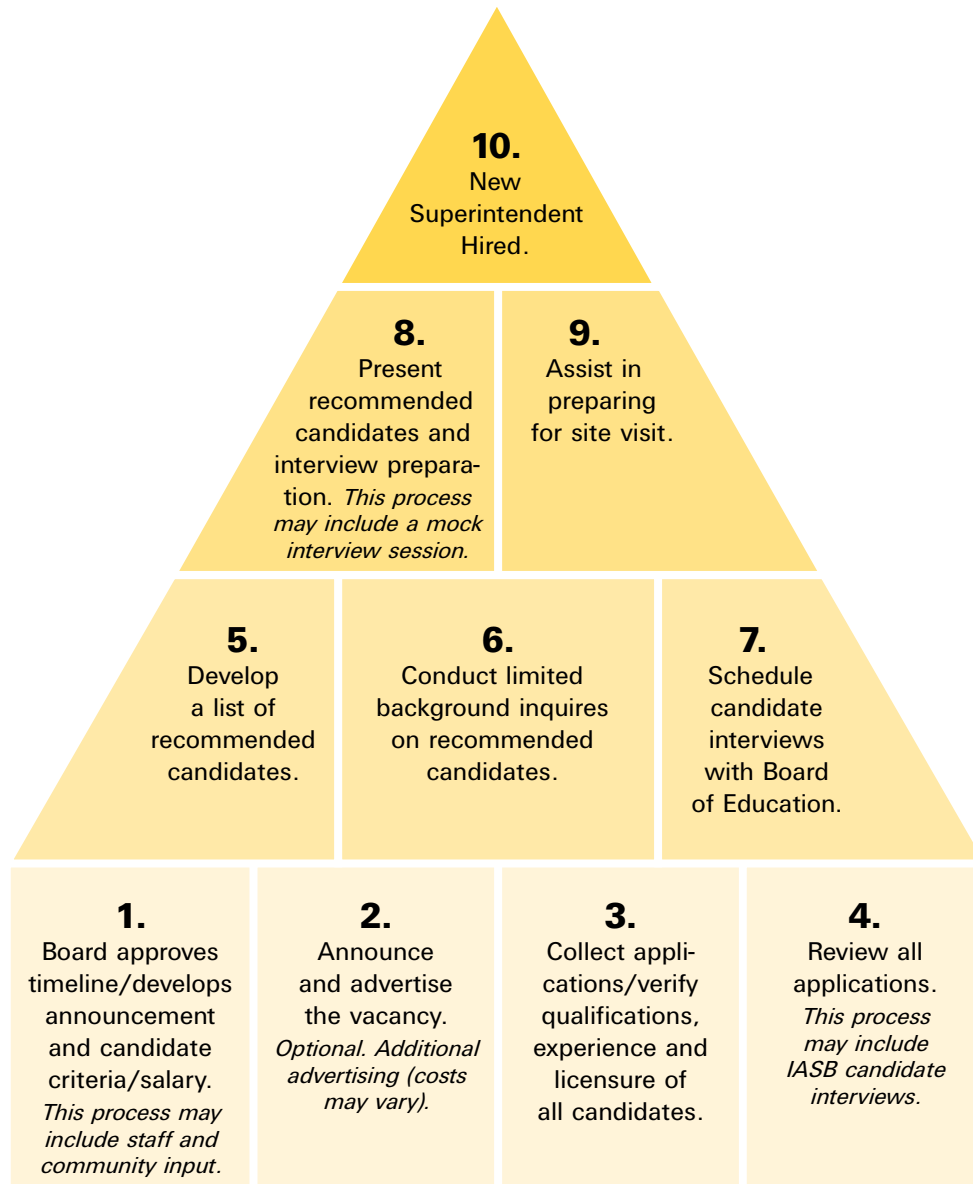
School Board Member at Aviston Elementary 1976 – 1979



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Donna Johnson
Director, Executive Searches
630-629-3776, ext. 1233
djohnson@iasb.com



Thomas Leahy
Consultant, Executive Searches
217-528-9688, ext. 1153
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Dave Love
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IASB is also an active member of the **National Affiliation of Superintendent Searchers** (supported by the National School Board Association). This partnership allows for direct connections to a national pool of candidates and ensures access to national best practices.



Visit our website www.iasb.com/executive to view a list of our recently completed searches.

The Illinois Association of School Boards is your advocate.

It is important to education in Illinois that you have administrators who can best serve you and your district. We offer experience and integrity in helping you achieve your goal.

IASB Executive Searches are coordinated by the staff who are located in both the Springfield and Lombard offices.

2921 Baker Drive
Springfield, IL 62703
217/528-9688, ext. 1217

One Imperial Place
1 East 22nd Street, Suite 20
Lombard, IL 60148
630/629-3776, ext. 1217



With IASB's Executive Searches Service, your board is assured a thorough, professional process from start to finish.

- Each search is customized to meet the individual district needs.
- Our dedication to maintaining confidentiality in the search process allows us to attract quality candidates who otherwise might be reluctant to submit an application.
- Our reputation is based on your satisfaction, which is guaranteed.

When the search is over, our service to you continues.

- IASB offers complimentary follow-up training, at no additional charge, for the new board-superintendent team up to six months after the employment date.

Selecting a superintendent is the most important decision you will make as school board members.

You determine the policies for your district, but without a talented, personable visionary to translate those policies into everyday management decisions, your policies will be irrelevant. Hiring other key administrators is a crucial component of the superintendent's function. Identifying and finding the right person can consume a considerable amount of time and effort.

It makes sense to choose the most professional assistance possible when making these crucial choices. The Executive Searches service of the Illinois Association of School Boards (IASB) is the most experienced search service in the state. IASB has conducted superintendent searches for member districts for more than 50 years. IASB staff have facilitated hundreds of searches and have been successful placing the majority of superintendents for districts that hire a search firm/consultant. IASB staff is acquainted with the business of how school boards and school districts function; this detailed knowledge is a powerful tool in the evaluation of candidates for superintendent, assistant superintendent, business manager, principal or director positions.

IASB EXECUTIVE SEARCHES

50+ YEARS of
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The Challenge... and the Solution

School districts throughout America need highly skilled chief executives with a passion to lead! Through effective organizational leadership, superintendents can be catalysts for shaping mission-driven school systems that inspire a culture of excellence, where quality teaching and community engagement support our youth for success. That's why hiring a superintendent is such a critical function for school boards.

Finding a superintendent often requires an executive search, which can be a time-consuming, challenging and complex endeavor. Your state school boards association has highly specialized, professional assistance ready to design a well-organized search that will attract quality candidates and adhere to the highest standards of ethics and effective school governance.

NASS members have extensive knowledge of state laws affecting all aspects of the hiring process, including the superintendent certification guidelines in each state (which can serve to protect the district and the candidate). Unlike any other search firm, NASS members have extensive knowledge of effective governance, understand best practices in school district leadership (including goal setting, strategic planning and superintendent evaluations), and use proven strategies to develop productive board/superintendent relations.



NASS at a Glance

- ◆ Over 60 consultants in 36 states who serve as superintendent searchers in school boards associations.
- ◆ An experienced network with diverse public and private sector background in business, government, human resources, and educational leadership.
- ◆ Proven track records of placements that last, bringing sustained and quality leadership to your district.
- ◆ Supported by the National School Boards Association.

Why does NASS exist?

- ◆ To fulfill our mission: finding top executive leadership for school districts throughout the United States, through our core values: ethics, integrity, leadership and teamwork.
- ◆ To collaborate nationally on the search process, including nationwide job postings and recruiting highly qualified candidates.
- ◆ To share vital background and reference information on candidates in other states.
- ◆ To research and identify best practices in the executive search process.

Current vacancies and information for individual state school boards associations can be found at www.nassonline.org

Given our extensive work with school boards throughout the nation, the National Affiliation of Superintendents Searchers is uniquely positioned to understand the serious challenges facing school districts and the leadership qualities necessary during these changing times.

School districts throughout America need highly skilled chief executives with a passion to lead... and NASS is prepared to be your partner in making that connection.

Ethics
Integrity
Leadership
Teamwork



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NATIONAL AFFILIATION OF SUPERINTENDENT SEARCHERS



Ethics • Integrity • Leadership • Teamwork

The National Affiliation of Superintendent Searchers (NASS) is the most experienced network of search professionals in the country. Rely on NASS consultants to execute a national campaign to find your district's next superintendent.

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