



**North Boone Community Unit School District 200
Poplar Grove, Illinois**

SUPERINTENDENT SEARCH PROPOSAL

May 7, 2015

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SCHOOL EXEC CONNECT

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May 7, 2015

Board of Education
North Boone Community Unit School District 200
6248 N. Boone School Road
Poplar Grove, IL 61065

Dear 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 an effective leader for North Boone CUSD 200.

SCHOOL EXEC CONNECT, founded in 2004, is finishing its eleventh year. Our diverse firm is comprised of more than 50 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. In addition, we have finished every search on time and on budget.

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 and your entire constituency. Our recruitment and interview process aligned to this understanding will result in well-vetted, quality 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 new leadership for the students in North Boone CUSD 200.

Sincerely,

Linda Hanson (online signature)

Linda Hanson, President
SCHOOL EXEC CONNECT

I. INTRODUCTION TO SCHOOL EXEC CONNECT

Hiring the best superintendent to lead North Boone CUSD 200 is one of the most important tasks you will undertake as a School Board. **SCHOOL EXEC CONNECT** has a superior record in supporting boards in superintendent searches from the initial planning meeting to a comprehensive community engagement strategy to presenting excellent candidates for you to select your next superintendent. Our search process will be personalized for your District.

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 understand that the mission of your District is student learning. 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.

If our firm is selected, the following consultant will assist you with your search:

Dr. Thomas Madden, Founding Partner, SCHOOL EXEC CONNECT and retired superintendent, Lemont Township High School District 210 will lead your search. Recently, he successfully completed superintendent searches in Channahon District 17, Homer Community Consolidated School District 33C, Lemont-Bromberek District 113C, Laraway Community Consolidated School District 70C and West Aurora Unified School District 129. Tom is currently the executive director of Federal Lands Impacted Schools Association. Past experience includes interim superintendent for Elwood CUSD 203 and principal at South High School (IL) in District 99. He has presented at the ASCD National Convention and the National Staff Development Council.

II. RECENT ILLINOIS REFERENCES

Homer School District 33C

Search Year: 2013-14

3,680 students

Homer Glen, IL

Angela Adolph, BOE President, 312-919-5004

aadolf2@homerschools.org

Lemont-Bromberek CSD 113A

Search Year: 2013-14

2,224 students

Lemont, IL

Cindy Kelly, BOE President, 630-243-8627

ckelly@sd113a.org

Laraway CCSD 70C

Search Year: 2013-14

400 Students

Joliet, IL

Gary Knight, BOE President

815-641-6284

Hinkley-Big Rock CUSD

Search Year: 2012-13

694 students

Hinkley, IL

Ms. Deb Winkle, Board President, 815-286-7865

III. THE SCHOOL EXEC CONNECT NETWORK

SCHOOL EXEC CONNECT consultants hold or have held leadership and teaching positions in state/national organizations and prestigious institutions. Our national network enables us to recruit qualified candidates throughout the country. The members of our firm work closely together, assuring every search has the outreach necessary to achieve the right match for each district we serve.

Consultant Leadership Positions

- Air Force Academy (Admission Selection Committee)
- Alliance for Early Childhood Education
- American Association of School Administrators (2 past presidents)
- ASPEX Solutions (Senior Associate)
- Association of State Executives (President)
- Association for Supervision and Curriculum Development
- Baldrige Award (Examiners)
- Carnegie Foundation Consultant
- Committee for Educational Rights (Chair)
- Ed-Red Suburban Schools Legislative Consortium
- Educational Advisory for U.S. Senator Mark Kirk and U.S. Rep. Brad Schneider
- FED ED (Co-Executive Directors)
- Great Books Foundation
- Illinois Association of School Administrators (Two Past Presidents)
- Illinois Governor's Charter School Commission (2 members)
- Illinois Principals' Association
- Mid America Association of School Superintendents (MAASS)
- Mid-West Suburban Superintendents Association
- Minnesota Association of School Administrators (Executive Director and past presidents)
- Minority Student Achievement Network
- Mid-west Association of School Superintendents (past presidents)
- Midwest Principal Center
- Midwest Suburban Superintendents
- National Association of Federally Impacted Students
- National School Board Association
- National Superintendents' Roundtable
- Ohio Schools Council (Executive Director)
- Oxford University Roundtable on Educational Leadership, England
- Southeastern Wisconsin Schools Alliance (Founder and Executive Director)
- Suburban School Superintendents (Triple S)
- Sweden's Education Quality Institute
- U.S. Department of Education
- Wisconsin Association of School District Administrators (Executive Director and Chair)

Consultant Teaching, Advisory & Administrative Positions

- Cardinal Stritch University, Milwaukee
- Loyola University, Chicago
- University of Minnesota
- University of Illinois
- Northern Illinois University
- University of Wisconsin - Madison
- University of Wisconsin - Milwaukee
- Maryville University, St. Louis
- Western Illinois University
- Oakland University, Michigan
- Marshall University, West Virginia
- Georgia Southern University, Alabama
- University of Texas, Austin
- Washburn University, Kansas
- The Ohio State University
- Roosevelt University, Chicago

IV. SUMMARY OF OUR SEARCH SERVICES

SCHOOL EXEC CONNECT search protocols include:

- Mutually planning and tailoring your 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 and community
- Creating a community-wide on-line survey
- Reporting and interpreting the survey and focus group results to the Board
- Assisting the Board in establishing criteria for the *New Superintendent Profile*
- Presenting a slate of qualified and well-vetted candidates to the Board
- Preparing the Board for interviews
- Preparing the Committees for interviews
- Recommending an in-depth vetting process for the final candidate
- Assisting the Board with contract issues such as compensation recommendations
- Assisting the Board in any way necessary for a successful result
- Communicating diligently with the Board and staff throughout the search
- Assisting with news releases announcing the new superintendent

V. DETAILS OF OUR SEARCH PROCESS

Phase A: Opening the Search (Summer 2015)

- 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 (August – September 2015)

- Board members are interviewed to understand the qualities, skills and experiences they seek in a new superintendent.
- Focus groups are held with selected groups approved by the Board.
- An on-line survey, tailored for your District, is designed to allow staff and community members to give input to the search process.
- A *New Superintendent Profile* is developed using the information gained from Board interviews, focus groups, individual interviews and written feedback. The Board approves the *New Superintendent Profile*.

Phase C: Developing the Candidate Pool (September – October 2015)

- 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.
- The Consultants accept applications and recruit candidates who match your District's *New Superintendent Profile*.
- The Consultants screen and interview selected candidates face-to-face using The *New Superintendent Profile*.
- Internal candidates follow the same process as external candidates.
- References and Internet checks are conducted on potential candidates.
- Highly qualified candidates are presented to the Board.

Phase D: Selecting the Candidates (November – December 2015)

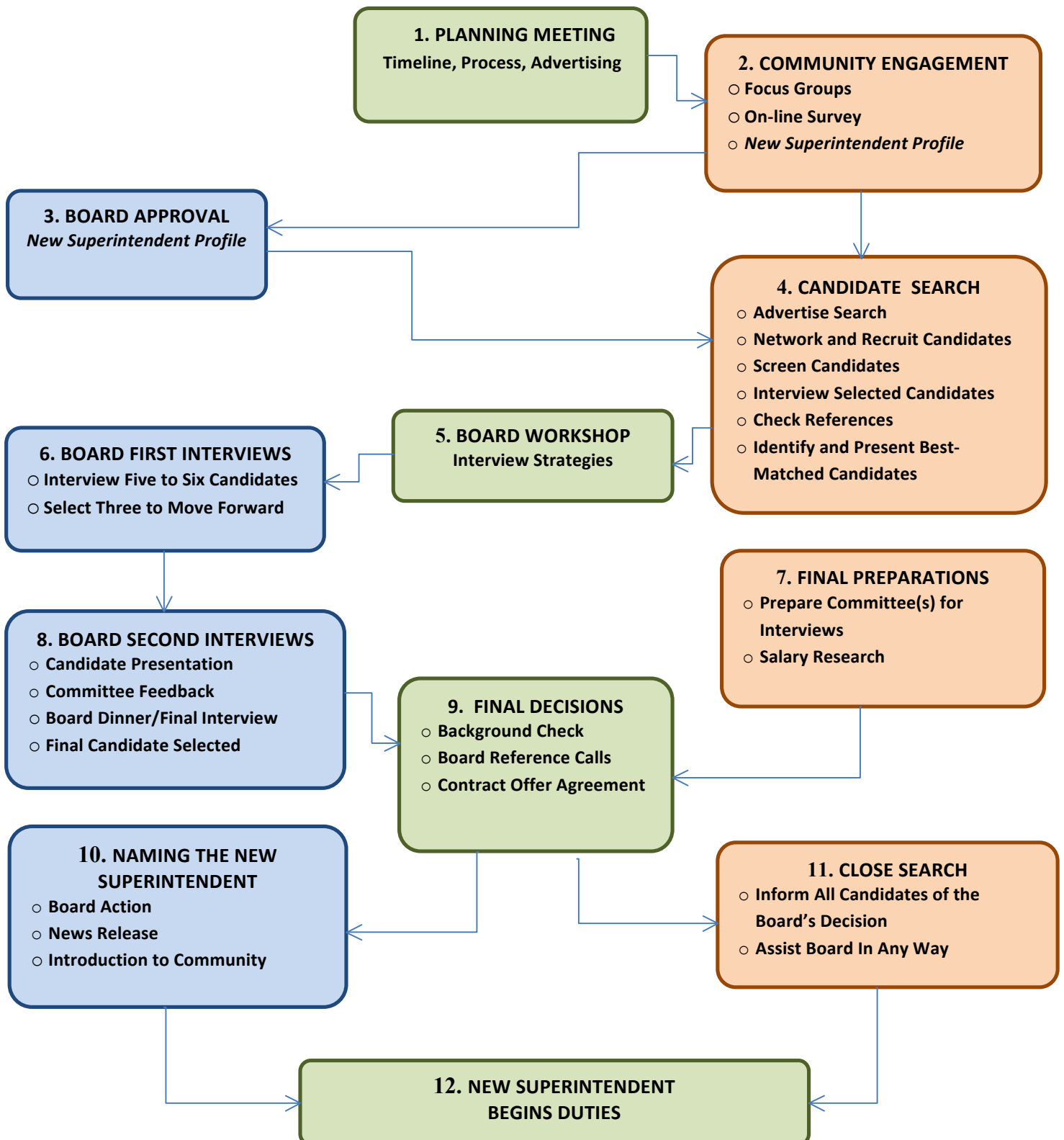
- The Consultants hold a *Board Interviewing Workshop* prior to the first scheduled interviews.
- The Board interviews the recommended slate of candidates and narrows the field to three semi-finalists.
- Interview Committee(s) comprised of staff, parents and community members interview the semi-finalists in a structured process and each person gives individual feedback to the board.
- The Board may choose to have the semi-final candidates give a short formal presentation.
- 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 Board negotiates and takes action on the new superintendent's contract.
- The new superintendent assumes duties on July 1, 2016.

SCHOOL EXEC CONNECT PLAN OF WORK: SUPERINTENDENT SEARCH

BOARD TASKS

JOINT TASKS

CONSULTANT TASKS



VI. COSTS OF THE SEARCH

Consulting Fee:

The consulting fee for your search will be \$14,500. 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 \$1,800. These include, but are not limited to copying, secretarial support, consultant travel expense, candidate 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*
- Connections to the American Association of School Administrators (AASA) and IASA websites
- Posting on the **SCHOOL EXEC CONNECT** website
- E-mail blasts to selected superintendents and contacts throughout the country

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.

VII. OUR GUARANTEES

1. In the event that 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 twelve 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.
3. The Consultants guarantee that **SCHOOL EXEC CONNECT** will not recruit your new superintendent for his/her first two contracts.

VIII. OUR STRENGTHS

- **We know Illinois.** Our Illinois Team understands the increasing complexity of placing administrators in Illinois, especially when candidates come from out-of-state. With recent major changes in certification, pension and school funding, search consultants must be aware of the ever-changing landscape in Illinois education. Our advice on topics affecting your search will be current, reflecting best practices and the most up-to-date changes in Illinois school law.
- **Our record of success is extraordinary.** Our firm has an outstanding record of success in the industry for the retention of executive educators whom we have placed. Additionally, we have a 100% record of completing searches on time and within budget.
- **We recruit candidates.** We accept applications on our website. However, we go beyond accepting applications and recruit candidates whom we know to be a good match for your District. Five recent searches where our recruited candidates won the superintendent positions are Parkway School District (MO), Oak Park-River Forest High School District (IL), Birmingham School District (MI), Quincy Public Schools (IL), St. Cloud Area School District (MN), Rochester (MN), Glenbard High School District (IL), Warren Township High School District (IL) and West Aurora (IL).
- **We bring quality candidates.** The most important aspect of a search is for the Board to have excellent candidates from which to make a selection of the new superintendent. We don't settle until we have found outstanding candidates for your search.
- **We customize your search.** We will work with you to assure that the search process fits your District and your needs. We are flexible when working with Boards and understand every district is unique.
- **We measure our success.** Our success is measured both formally and informally. We stay connected with board members from past searches to gain their feedback. We track our placements based on longevity of contracts. At the end of each year, our consultants attend our annual conference to assess the past season, improve our protocols and receive updates and training for the new search year.
- **We engage your community.** We will invite your entire community and staff to give us feedback through focus groups, a customized on-line survey, open forums and highly structured interview committees. Our success in this process is characterized by a seamless search that ends on time, on budget and with a great new leader.

IX. SEARCHES COMPLETED BY SCHOOL EXEC CONNECT, 2011-2014

For a list of all completed and ongoing searches: www.schoolexecconnect.com.

We will be pleased to provide contact information for any recent searches.

Anoka-Hennepin School District
Search Years: 2008-09 & 2013-14
Coon Rapids, MN

Antioch Community School District
Search Years: 2009-10 & 2013-14
Antioch, IL

Barrington School District 220
Search Year: 2013-14
Barrington, IL

Batavia Public School District 101
Search Year: 2012-13
Batavia, IL

Beecher School District 200U
Search Year: 2013-14
Beecher, IL

Big Hollow Grade School District 38
Search Year: 2011-12
Ingleside, IL

Birmingham Public Schools
Search Year: 2011-12
Birmingham, MI

Brainerd Public Schools
Search Year: 2013-14
Brainerd, MN

Burnsville-Eagan-Savage School District 191
Search Year: 2012-13
Burnsville, MN

Cambridge-Isanti Public Schools
Search Year: 2012-13
Cambridge, MN

Cass Lake-Bena Schools, ISD 115
Search Year: 2013-14
Cass Lake, MN

Central Bucks School District
Search Year: 2011-12
Doylestown, PA

Champaign C.U.S.D. 4
Search Year: 2011-12
Champaign, IL

Community Consolidated School District 59
Search Year: 2012-13
Arlington Heights, IL

Downers Grove Grade School District 58
Search Year: 2011-12
Downers Grove, IL

Eau Claire Area School District
Search Year: 2011-12
Eau Claire, WI

Eden Prairie Independent School District 272
Search Year: 2011-12
Eden Prairie, MN

Evergreen Park
Search Year: 2011-12
Evergreen Park, IL

Farmington Public Schools
Search Year: 2013-14
Farmington, MI

Gibraltar Area Schools
Search Year: 2011-12
Fish Creek, WI

Germantown School District
Search Year: 2012-13
Germantown, WI

Glenbard High School District 87
Search Year: 2011-12
Glen Ellyn, IL

Hawthorn School District 73
Search Year: 2011-12
Vernon Hills, IL

Hayfield Public Schools
Search Year: 2013-14
Hayfield, MN

Hinckley-Big Rock CUSD
Search Year: 2012-13
Hinckley, IL

Homer School District 33C
Search Year: 2013-14
Homer Glen, IL

Kenosha Unified School District
Search Year: 2013-14
Kenosha, WI

Lake County HS Technology Campus
Search Year: 2012-13
Grayslake, IL

Lake Forest Districts 67 & 115
(Shared Superintendent)
Search Year: 2011-12
Lake Forest, IL

Lake Villa School District 41
Search Year: 2013-14
Lake Villa, IL

Laraway CCSD 70C
Search Year: 2013-14
Joliet, IL

Lemont-Bromberek CSD 113A
Search Year: 2013-14
Lemont, IL

Lemont THSD 210
Search Year: 2012-13
Lemont, IL

Little Falls Community Schools
Search Years: 2005-06 & 2011-12
Little Falls, MN

McLean County Unit District 5
Search Years: 2007-08 & 2013-14
Normal, IL

Midland Public Schools
Search Year: 2012-13
Midland, MI

Morrison Community Unit District 6
Search Years: 2008-09 & 2013-14
Morrison, IL

Morton Grove School District 70
Search Year: 2011-12
Morton Grove, IL

Mukwonago Area School District
Search Year: 2012-13
Mukwonago, WI

Mundelein Elementary School District 75
Search Year: 2013-14
Mundelein, IL

Mundelein High School District 120
Search Years: 2007-08 & 2013-14
Mundelein, IL

North Shore District 112
Search Years: 2005-06 & 2013-14
Highland Park, IL

Onamia Public Schools ISD 480
Search Year: 2013-14
Onamia, MN

Parkway School District
Search Year: 2011-12
Chesterfield, MO

Plainfield CCSD 202
Search Year: 2012-13
Plainfield, IL

Prairie Grove District 46
Search Year: 2013-14
Crystal Lake, IL

Quincy Public Schools
Search Year: 2012-13
Quincy, IL

Richfield Public Schools
Search Years: 2007-08 & 2013-14
Richfield, MN

Richmond School District
Search Year: 2012-13
Sussex, WI

Ridgewood Community High School District 234
Search Year: 2013-14
Norridge, IL

Ritenour School District

Search Year: 2012-13

St. Louis, MO

River Forest School District 90

Search Years: 2007-08 & 2011-12

River Forest, IL

Rochester Community School District

Search Year: 2012-13

Rochester, MI

Rochester Public Schools

Search Year: 2010-11

Rochester, MN

Rockwood School District

Search Year: 2013-14

Eureka, MO

St. Anthony-New Brighton Public Schools

Search Year: 2011-12

St. Anthony, MN

St. Cloud Area School District 742

Search Year: 2012-13

St. Cloud, MN

St. Louis Park Public Schools

Search Year: 2012-13

St. Louis Park, MN

Sartell –St. Stephens School District 748

Search Year: 2013-14

Sartell, MN

Skokie School District 68

Search Year: 2013-14

Skokie, IL

South Washington County Schools

Search Years: 2008-09 & 2011-12

Cottage Grove, MN

Springfield School District 186

Search Year: 2013-14

Springfield, IL

Sturgeon Bay School District

Search Year: 2013-14

Sturgeon Bay, WI

Technology Center of DuPage

Search Year: 2012-13

Addison, IL

Township High School District 211

Search Year: 2013-14

Palatine, IL

Triton School District

Search Year: 2013-14

Dodge Center, MN

Twin Cities German Immersion School

Search Year: 2011-12

St. Paul, MN

Waconia Public Schools

Search Years: 2007-08 & 2013-14

Waconia, MN

Walker-Hackensack-Akeley School District

Search Year: 2013-14

Walker, MN

West Aurora School District 129

Search Year: 2013-14

Aurora, IL

West St. Paul - Mendota Heights - Eagan Area Schools

Search Year: 2011-12

Mendota Heights, MN

X. HOW TO CONTACT US

SCHOOL EXEC CONNECT is excited to assist you in your selection of a new superintendent. We would enjoy achieving our mutual goal of assuring quality education and leadership for your District. Please visit our website at www.schoolexeconnect.com to learn more about us.

Linda Hanson, President 847-220-1585 lhanson@schoolexeconnect.com

Robert Hanson, Vice President 847-507-1585 roberth@schoolexeconnect.com

Consultant who would be assigned to your search:

Tom Madden 630-642-0847 tommadden@rocketmail.com