

# IASB PROFESSIONAL SERVICES AGREEMENT

This Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025 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. IASB is not a consumer reporting agency governed by the federal Fair Credit Reporting Act, and it does not disclose background inquiry information to third parties. 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 \$\_\_\_\_\_.

\$\_\_\_\_\_ (½ total cost) shall be due to IASB within the District's next accounts payable cycle. This Agreement serves as the first invoice.

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 and the District agree to follow all applicable State and federal equal employment opportunity laws and regulations. The District agrees that it will not use information supplied by IASB in violation of any applicable State or federal equal employment opportunity law or regulation. The District agrees to comply with all applicable provisions of the Illinois Equal Pay Act of 2003, as it may be amended from time to time, and it assumes sole responsibility for the content of any job postings, timely internal posting of promotion opportunities to all current employees, and retention of records, as required by the Act. The District shall maintain copies of any job postings, including pay scale and benefits, separate and apart from any copies maintained by IASB or given to IASB in order for it to fulfill its obligations under this Agreement.

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

  
Kimberly A. Small, J.D., Executive Director

**Illinois Association of School Boards**  
**James (Jim) W. Helton, Associate Executive Director, Executive**  
**Searches**

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## Description of Executive Search Services

DISTRICT \_\_\_\_\_

MONTH, YEAR \_\_\_\_\_

Professional Executive Search - \$\_\_\_\_\_ (based on the district's enrollment)

- Facilitate a Professional Executive Search to meet the specific needs of the district.
- Designate a dedicated Search Coordinator who will be available for consultation throughout the process.
- Assist the Board of Education in establishing the timeline for the search process.
- Conduct Board, Staff, and/or Community surveys.
- Assist the Board of Education in identifying the "Ideal Candidate" profile.
- Develop a customized Announcement of the Vacancy brochure.
- Provide guidance on an appropriate compensation package.
- Announce and widely advertise the vacancy and solicit applicants for the position.
- Collect applications; verify candidates' qualifications and licensure, as well as their willingness to interview for the position.
- Analyze all applications in light of "Ideal Candidate" profile.
- Conduct screening interview of top potential candidates.
- Verify references and conduct limited background inquiries for top potential candidates.
- Select and recommend to the Board of Education a slate of candidates (typically 6) for interviews.
- Assist Board of Education in establishing the interview format/protocols (and preparing for a site visit, if desired).
- Provide a post-search board/superintendent workshop with an IASB Outreach and Training Director.