

## **Central Community Unit School District 301 Request For Proposal-Superintendent Search**

### **Executive Summary**

The Illinois Association of School Boards' Executive Search team is honored to provide this information response to Central Community Unit School District 301. The proposal was prepared following careful consideration of the scope of services necessary for a successful superintendent search.

- A robust nationwide search designed to attract diverse and highly qualified candidates.
- A transparent process customized to meet the Board of Education's wants and needs and also includes meaningful stakeholder input.
- Recruitment and outreach designed to attract the most qualified candidates.
- The utilization of disaggregated stakeholder input to develop an "ideal candidate profile" and to inform interview questions.
- A close analysis of each candidate's application and qualification to discern strengths, weaknesses, and the likelihood of success.
- Screening interviews and reference checks to vet the top potential candidates.
- The provision of support and resources to fully prepare the Board for first- and second-round interviews, candidate analysis, compensation considerations, and more.

In short, the IASB will partner with your district as an experienced search team that has: a proven track record; stellar client satisfaction; a high superintendent retention rate; a robust national network and outreach; a customizable process; knowledgeable and dedicated search consultants; and close affiliation with state and national professional organizations to maximize outreach, recruitment, and vetting. As the market leader for superintendent searches in Illinois, the IASB's Executive Search team meets and exceeds each of those priorities.

Recruiting and hiring a superintendent is the most critical task a Board will undertake. The stakes have never been higher, and the need for exceptional school leaders has never been greater. Central Community Unit School District 301 is an important school district; the Illinois Association of School Boards' Executive Search team has the expertise, energy, network, and process to collaborate with the Board of Education to secure the superintendent best suited for your district.

Central Community Unit School District 301 is a member of the Illinois Association of School Boards—a not-for-profit organization—our Executive Search team is able to provide high-quality services as the private for-profit firms for considerably less.

### **Experience and Qualifications**

The Illinois Association of School Boards (IASB) is located in two offices, both in Illinois. Services will be provided through our Lombard Office which is very easily accessible to the district and is approximately 38 miles away.

#### Springfield

2921 Baker Drive  
Springfield, IL 62703-5929  
(217) 528-9688 ext., 1217  
Fax: (217) 528-2831

#### Lombard

One Imperial Place, 1 East 22<sup>nd</sup> Street, Suite 310  
Lombard, IL 60148  
(630) 629-3776 ext., 1217  
Fax: (630) 629-3940

We are the only organization whose primary goal is to serve Illinois boards of education and Illinois public schools. The Executive Searches service of the IASB is the most experienced search service in the state. IASB has primarily conducted superintendent searches for member districts for more than 50 years. There have been 656 searches done over the last 25 years in 83 of the 102 counties throughout the state.

### **Project Team**

The Executive Searches area of IASB has nine members. A minimum of three members will be assigned to Central Community School District 301. The lead consultant serving the district will be Dr. Carmen I. Ayala. Mr. Al Molby, consultant, and Mrs. Mary Torgler, an administrative assistant, will provide support and assistance. The resumes of Dr. Ayala and Mr. Molby are attached to this proposal. There are no conflicts foreseen with any of the Executive Search team members.

### **Experience**

After retiring as the Illinois Superintendent of Education, Dr. Carmen I. Ayala joined IASB in January of 2024. Dr. Ayala has over 40 years of experience in education. She has lead and supported 9 searches. Mr. Alan Molby has been with IASB since 2015 and has lead 55 searches.

The amount of time taken to fill the position (from firm engagement through offer accepted) generally takes approximately from four to six months.

The duration the selected successful candidate remained (or has remained) in the position, for candidates recruited by IASB, has been as follows:

Out of 26 superintendents recruited and hired by IASB during the 2022-2023 school year, 96% still remain in their position as superintendent. Out of 21 superintendents recruited and hired by IASB during the 2023-2024 school year, 100% remain in their positions. This represents a 96% retention rate. The IASB has served 630 school districts in 83 out of 102 counties in Illinois since 2001 with an overall retention rate of 94%.

## **Steps in the Superintendent Search Process**

### **Introduction**

- Consultation with the IASB search consultant(s) is available throughout the search process.
- IASB guarantees to continue to work with the Board of Education until a selection is made.
- Please note there are five services identified as “Optional.” If any or all of the optional services are selected by the Board of Education, the additional/applicable fee(s) will apply (see Menu of Services).
- The steps in this document pertain to a superintendent search. When contracted to facilitate a professional search for a different position (e.g., CSBO, assistant superintendent, principal), the steps are adjusted as appropriate and agreed to.

### **STEP 1. Develop Timeline, Announcement of Vacancy, Criteria, and Salary (Open Session)**

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 (see attached) and process to be followed in the search. It is important to have agreement about a clear process which will give the search “transparency” and legitimacy in the eyes of all.

Each member of the board will complete a survey\* which is used to determine the ideal candidate section of the announcement of vacancy. In addition, a link to an online survey will be made available to the staff, parents, and/or 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 the board, staff and/or community surveys will be shared with the board at a scheduled meeting. The survey results will be used to develop the “Ideal Candidate” traits and requirements that will be included in the *Announcement of Vacancy*.

\*The survey provided is used statewide and was developed in consideration of the *Professional Standards for Educational Leaders*. It identifies traits/skills needed for educational leader success, and forces participants to choose those most significant to them. The responses of the stakeholder groups – Board, staff, parents, and/or community—will be analyzed for congruence. In addition, specific questions can also be added about the education, experience, and residency of the new superintendent.

The IASB consultant will provide the board with salary data (i.e., regional/state data only—not candidates’ salary history, per 2019 legislation) to help the board determine the compensation to be offered.

**Optional Module A:** Conduct In-District Focus Group interviews.

The IASB consultant will act as an interviewer and facilitator to gather perceptions of key district members (e.g., representatives from district administration, staff, parents, 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 conjunction with the survey results to develop the “Ideal Candidate” criteria.

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

The IASB will solicit applicants for the position in accordance with the timeline established by the board. As part of an aggressive nationwide search, the vacancy will be placed before potential candidates across the nation and around the globe. Postings and/or contacts might include:

- IASB posts positions on its website ([www.iasb.com/executive](http://www.iasb.com/executive)).
- Illinois Association of School Administrators (IASA) Job Bank (<https://www.illinoiseducationjobbank.org>).
- National Affiliation of Superintendent Searchers (NASS) members.
- Position posting on K12jobspot.com.
- Illinois Council of Professors of Education Administration (ICPEA) members.
- Higher Logic email to the following groups:

Illinois Association of School Business Officials (IASBO).

Illinois Principals Association (IPA) membership.

Illinois Association of School Administrators (IASA) membership.

Illinois Council of Professors of Educational Administration

Current Superintendents throughout the State of Illinois.

A listing of individuals who have indicated an interest in receiving the IASB vacancy notices and current superintendents.

The IASB consultant will assist the board in developing and completing the material for the *Announcement of Vacancy* (i.e. customized advertising brochure) which will publicize the position. The *Announcement of Vacancy* will typically reference information regarding the application process, the candidate traits and experience sought, compensation, key search timeline dates, the district and the surrounding area, the financial structure of the district, and the members of the Board of Education. The *Announcement of Vacancy* will be reviewed and discussed in Open Session.

**Optional Module B:** Utilize Additional Advertising

Advertisement in *Education Week*, a national publication devoted entirely to education.

Advertisement on the AASA homepage, the AASA Career page, the AASA News of the Nation and Leader's Edge e-newsletters.

Advertisement through the Association of Latino Administrators and Superintendents (ALAS).

**STEP 3. Collect Applications; Verify Qualifications, Experience and Licensure of all Candidates.**

IASB accepts only online applications. IASB will verify candidates' qualifications and licensure and will field questions from those interested in the position.

**STEP 4. Analyze All Applications.**

IASB will assemble a team to analyze the materials submitted by all applicants. Consultants independently and collectively analyze all applications in order to identify ideal candidates.

IASB unbiased screening team will interview candidates before presentation of recommended candidates to the Board. As a result of these formal, structured interviews, the IASB screening team will finalize the slate of candidates to be presented to the board.

**STEP 5: Develop a List of Recommended Candidates.**

IASB will use the “Ideal Candidate” section of the Announcement of Vacancy to identify candidates who are deemed the best fit/match for the district.

**STEP 6: Conduct Limited Background Inquiries on Recommended Candidates.**

The IASB reviewing team will verify references of recommended candidates. IASB will perform a limited background inquiry of each applicant before placing him/her in the pool of candidates that is presented to the board.

The ultimate employer of the candidate should make personal contact with the semifinalist candidates’ 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. The district is responsible for conducting a criminal background check on the candidate selected for employment and completing other hiring protocols as required by district policy or recommended by district legal counsel. Many employers wish to utilize an Employment Screener Provider to ensure they are securing the very best people to fill positions. To that end, Peopletrail is one service that offers organizations an array of pre-employment solutions. (See additional information on the last page of this document).

**STEP 7: Schedule Candidate Interviews with Board of Education.**

IASB consultant will schedule first round interviews at the discretion of the Board of Education and the availability of the candidates.

**STEP 8: Present Recommended Candidates and Interview Preparation (Closed Session).**

The IASB consultant will meet with the Board of Education in Closed Session to provide:

- A report with a summary of the entire applicant pool (e.g., number, state of residence, educational preparation, and current responsibilities/positions).
- A slate of candidates recommended by the screening team, including the professional preparation of each candidate. The board will receive the complete application packet of each of the candidates recommended by the screening team.
- Information, documents, and procedures to assist the board in conducting first and final round interviews, evaluating candidates, and conducting a Site Visit.

### ***Optional Module C: Conduct Practice Interview Session***

In order to prepare for interviews with the recommended candidates, an IASB consultant will conduct a practice interview session with the board. This will occur in Closed Session.

#### **Conduct Initial Interviews of the Recommended Candidates.**

To prepare, the board will study the candidates' credentials and application materials. In addition, the board president, or his/her designee, will conduct reference inquiries. The board will conduct the first round interviews with each candidate in Closed Session.

#### **Conduct Second Interviews of the Identified Candidates.**

From those initially interviewed, the board will select candidates in whom it has a high degree of interest for second round interviews. If not already completed, the board president, or his/her designee, will conduct reference inquiries. The board will conduct the second round interviews with each candidate (i.e., the semi-finalists) in Closed Session.

### ***Optional Module D: Facilitate Stakeholder Group Interviews with Semi-Finalists.***

IASB consultant will facilitate stakeholder group (e.g., representative district administrators, teachers/staff, parents, community members) interviews with each semi-finalist candidate.

#### **STEP 9. Conduct Site Visit and Finalize Decision.**

After narrowing the field to a preferred finalist, the IASB recommends that a delegation of two board members visit the community in which the finalist works and/or resides. The site visit will serve as a further means of assessing the favored candidate's appropriateness for the position. The board will hear a report of the site visit from the delegation. Based on the report by the delegation, the board will either offer a contract or re-evaluate the candidates. The board will finalize its process as a result of the interviews, reference inquiries, and site visit and will offer a contract to the person of its choice.

#### **STEP 10: New Superintendent Hired.**

Upon official board action and signing of contract, the board will notify staff and the community of the selection. The Board will make arrangements for the district and community members to meet the person as quickly as possible.

**Post-Search Workshop for the New Team (facilitated by Field Services Director).**

IASB is 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. 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.

***IASB guarantees to continue to work with the board of education until a selection is made.***

**Cost**

The cost for the superintendent search is **\$9,400**. It is all-inclusive with the exception of four options the district may choose from. Those options are as follows:

☐ **OPTIONAL:** IASB consultant conducts in-district staff and/or community interviews to supplement survey results.

(Additional Cost: \$1,500 per day per consultant)

☐ **OPTIONAL:** Place additional advertising (e.g., Education Week, AASA). (Additional Cost: Actual Cost)

☐ **OPTIONAL:** IASB consultant conducts in-district practice interview training session with Board of Education members.

(Additional Cost: \$1,500)

☐ **OPTIONAL:** Facilitate in-district stakeholder group interviews with semi-finalist candidates.

(Additional Cost: \$1,500 per day per consultant)

There are no additional costs for materials, travel, posting or advertising (except as described above. A sample Professional Services Agreement is attached. One-half of the



cost is required upon signature of the agreement and the balance once the superintendent has been selected and his/her contract secured.

## References

1. **Woodland CCSD 50 (5,700 Students)** – 1105 N. Hunt Club Rd, Gurnee, IL 60031  
Dr. Robert Machak, Superintendent, (847) 596-5601 or [machak@dist50.net](mailto:machak@dist50.net). IASB was hired to do a superintendent search on July 2021 and was completed in January 2022. The dollar value was \$14,400.
2. **Alton CUSD 11(5,671 Students)** - 550 Landmarks Blvd. Ste. A, Alton, IL 62002  
David P. Lauschke, Board President, [dlauschke@altonschools.org](mailto:dlauschke@altonschools.org). IASB was hired to do a superintendent search on October 2023 and it was completed in March 2024. The value was \$10,400.
3. **Addison SD 4 (3,700 Students)** – 222 N JF Kennedy Drive, Addison, IL 60101  
David Williams, Board President, [dwilliams@asd4.org](mailto:dwilliams@asd4.org). IASB was hired to do a superintendent search on June 2021 and it was completed in December 2021. The value was \$10,400.

**Contract Form** – A Professional Services Agreement is attached.

**Litigation Record** – The IASA has had no litigation.

## Ensuring Client Satisfaction

We offer a statement of assurance and a guarantee of services:

- In the (highly unlikely) event the search process does not proceed as anticipated (e.g., candidates presented are not fully satisfactory to the Board, the preferred candidate does not accept the position), the search will be adjusted, extended, and/or re-launched **at no additional cost to your school district.**
- If the superintendent hired leaves the district within the first year of employment—regardless of the reason — IASB will facilitate a new search to replace that individual **at no additional cost to your school district.**

## Additional Information –

IASB is a member of the National Affiliation of Superintendent Searches (NASS). NASS is comprised of 39 states who share candidate postings and support each other in finding the most qualified superintendent candidates. It is unique to no other search firm due to the number of states and level of recruitment outreach it provides. IASB is also transitioning to Revelus, an application system that is used by 17 states. This also provides additional recruitment outreach than other search firms.

**SUPERINTENDENT SEARCH TIMELINE**  
**(All dates are tentative and will be confirmed by District)**

**Central Community Unit School District 301**

	Search Consultant Presents an Overview of the Search Process (Open Session)
July	Official Board Action to Approve Contract (Open Session)
July	Position Posted on IASB/IASA Websites (anticipated)
Beginning to mid-August	Surveys of Board, staff and parents/community administered, and “General Information of District” form completed
Beginning to mid-August	In-District Focus Group Interviews
Late August	Survey results presented, as well as draft of Announcement of Vacancy for Board review and consensus (Open Session-special meeting)
September to mid-October	Announcement of Vacancy widely distributed and posted on websites (e.g., IASB and IASA Job Bank)
Mid-October	Deadline to apply for position
Mid-October	Consultants analyze applications
Late October	IASB screening interviews of top potential candidates
November	Slate of candidates presented to Board and info/guidance Regarding interviews and processes (Closed Session)
	Practice Interview Session (optional)
Mid November	Board Conducts First Round Interviews (Special Board Meeting – Closed Session)
Late November	Board Conducts Second Round Interviews (Special Board Meeting – Closed Session)
	Board conducts site visit (if desired and feasible)
December	Board negotiates/offers contract and appoints New Superintendent
July	Employment Commences
Within 6 months after start of new superintendent	IASB Field Services Director leads post-search workshop with Superintendent/Board

***Carmen I. Ayala***

***Consultant, IASB Executive Searches***

**[cayala@iasb.com](mailto:cayala@iasb.com)**

**630-629-3776, ext. 1243**

**Education:**

**Loyola University of Chicago, Illinois (1984-2004)**

Degree: Ph.D.

Major: Educational Leadership and Policy Studies

Minor: School Finance

**Dominican University (Formerly Rosary College), Illinois (1984-1987)**

Degree: Master of Business Administration (MBA)

Major: Administration

**Mundelein College, Illinois (1980-1983)**

Degree: Bachelor of Arts

Major: Bilingual-Bicultural Education, Spanish Literature

Minor: Elementary Education

**Licensure: Illinois:**

Superintendent, General Administrative, Chief School Business Official

Elementary, Early Childhood, Bilingual Education Teacher-Spanish

**Experience:**

**2024 – Illinois Association of School Boards**

Consultant, Executive Searches

**2019-2023 Illinois State Board of Education**

Springfield, Illinois

State Superintendent of Education (Retired 2023)

**2012-2019 Berwyn North School District 98**

Berwyn, Illinois

Superintendent

**2005-2012 Plainfield Community Consolidated School District 202**

Plainfield, Illinois

Assistant Superintendent for Curriculum and Instruction

**2002-2005 Community Unit School District 300**

Carpentersville, Illinois

Director of School Improvement and Programs:

**1988-2002 Aurora East School District 131**

Aurora, Illinois

Assistant Superintendent for Curriculum and Instruction (1999-2002):

Director of Bilingual Services (1994-1999):

Teacher (1988-1994):

**1983-1988 Chicago Public Schools**

Chicago, Illinois

Teacher

**Professional**

**Experiences:** Member of the Association for Supervision and Curriculum Development  
Member of the Illinois Association for Multilingual Multicultural Education  
Fellow member of the Institute for Educational Leadership  
Participant in the Motorola Leadership Institute  
Former adjunct professor for National Louis University  
Level I and II Curriculum Auditor. Training by the Curriculum Management Center, Phi Delta Kappan  
Member of the Illinois State Board of Education NCLB Consolidated Community of Practitioners Committee  
Member of the Illinois State Board of Education Bilingual Advisory Council  
Member of the Illinois State Board of Education Growth Committee  
Board member for the Illinois Women in Educational Leadership Organization  
Board member for The Center – Illinois Resource Center  
Board member for The Latino Policy Forum  
Illinois PARCC Cadre – Illinois State Assessment  
Member of the Illinois Stakeholder Group for Evidence Based Funding  
Illinois Evidence-Based Funding Professional Review Panel

**Honors/Awards:**

2002 Kane County Distinguished Educator Award, Illinois  
2002 Excellence in Education Award, League of Latin American Citizens, Illinois  
2018 Excellence in Education Award, League of Latin American Citizens, Illinois  
2019 Puerto Rican Arts Alliance Felicita Rincon de Gautier Distinguished Woman in Education Award, Illinois  
2019 Association of Latino Administrators & Superintendents Leaders in Education  
2020 Loyola University of Chicago 2019-2020 Distinguished Alumni Award, Illinois  
2021 Illinois Association of Hispanic State Employees Hilda Arce Lopez Award  
2021 Illinois Association of Regional Superintendents of Schools, Recognition  
2022 Zion Elementary District Women (Re)writing History - Recognition  
2022 Simon Wiesenthal Center Woman of Valor Award  
2023 Illinois Education Association Friend of Education Award  
2023 Illinois Association of Latino Administrators & Superintendent Leader of Legacy  
2023 Latino Policy Forum Nuestro Orgullo Award

**Publication:**

Ayala, Young and Kilgore. *Restoring the Soul to Education: Equity Closes the Achievement Gap*. Writers of the Round Table Press, 2019.

## ***Alan B. Molby***

***Consultant, Executive Searches***

***Illinois Association of School Boards***

***[amolby@iasb.com](mailto:amolby@iasb.com)***

***630/629-3776, ext. 1235***

***Cell: 708/670-1408***

### ***Professional Experience***

- Executive Search Consultant - Illinois Association of School Boards, present
- Health/Life-Safety Consultant - West/South Cook Educational Service Centers, present
- Superintendent – Hillside School District 93, Hillside, IL, 2001-2015
- Adjunct Professor of Education – Trinity International Univ., Deerfield, IL, 2006-present
- Teacher Education Supervisor – Northwestern College, Orange City, IA, 2009-2015
- Principal – Hillside School District 93, Hillside, IL, 1996-2001
- Assistant to Superintendent/Coordinator – Mannheim SD 83, Franklin Park, IL, 1986-96
- Social Science Chair/Teacher/Coach – Hillside School District 93, Hillside, IL, 1982-86
- Social Science Chair/Teacher/Coach – Waukeet Middle School, Waukeet, IA, 1978-82
- Social Science Teacher/Coach – North Fayette High School, West Union, IA, 1977-78

### ***Education***

- Doctoral program, Educational Administration – Northern Illinois University, 1993
- M.S.Ed., Educational Administration – Northern Illinois University, 1985
- B.S.Ed., Secondary Education – Drake University, Des Moines, IA, 1977
- Graduate work, School Improvement Programs – Point Loma University
- Graduate work, Diversity Education – North Dakota State University
- Graduate work, History Education – University of Illinois, Chicago
- Graduate work, Curriculum/Instruction – Iowa State University

### ***Professional Affiliations***

- American Association of School Administrators (AASA)
- Illinois Association of School Administrators (IASA)
- Illinois Association of School Business Officials (IASBO)
- Superintendents' Roundtable of Illinois
- Suburban Superintendents Organization
- Proviso Area for Exceptional Children (PAEC) – Executive Board, past member
- DuPage-West Cook Special Education Cooperative – Governing Board, past member
- West Suburban Consortium for Academic Excellence – Governing Board, past chair
- Trinity International University – Education Program Advisory Council
- Triton College – K-12 Advisory Board; School/College Alliance
- Elmhurst College – Education Advisory Council

### ***Community Affiliations/Recognitions***

- Hillside/Berkeley Chamber of Commerce
- Hillside/Bellwood Lions Club
- Hillside/Bellwood Boys-Girls Club
- Cook County Sheriff's Department – Community Service Award Recipient
- Hillside Human Relations Commission – Martin Luther King Jr. *Dream Award* Recipient

# 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

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

\_\_\_\_\_  
President, Board of Education

**Illinois Association of School Boards**  
**James Helton, Associate Executive Director, Executive Searches**

2921 Baker Drive • Springfield, Illinois 62703 • (217) 528-9688 • (217) 528-2831 (fax)  
1 East 22nd Street, Suite 310 • 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 enrollment)

- 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 potential 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

# EXECUTIVE SEARCHES

A service of the Illinois Association of School Boards

## 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 In-District focus groups (an additional \$1,500 per day/per consultant)
- ☐ Additional advertising such as Education Week, AASA, etc. (at actual cost)
- ☐ In-District Practice Interviews 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 \$1,500 per day/per consultant)

*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**

**James Helton, Associate Executive Director, Executive Searches**

2921 Baker Drive • Springfield, Illinois 62703 • (217) 528-9688 • (217) 528-2831 (fax)  
1 East 22nd Street, Suite 310 • Lombard, Illinois 60148 • (630) 629-3776 • (630) 629-3940 (fax)