



872 S. Milwaukee Avenue, #221
Libertyville, IL 60048

Letter of Understanding – Riverside School District 96, Superintendent Search – 2026

The Board of Education of Riverside School District 96 and *BWP & Associates* (hereinafter "Consultants") agree as follows:

1. Representing *BWP & Associates* as the Consultants, Drs Mark Friedman and Sheila Harrison Williams will co-manage the search along with Dr. Victoria Stockton
2. The Consultants will secure information about the position by gathering data from interviews with the Board members and any other person or groups the Board so directs. Consultants will share with the Board their findings as to perceived needs, and qualifications those interviewed believe are important in a Superintendent.
3. The Consultants will draft an advertising fact sheet describing the vacancy. The draft shall then be approved by the Board or designee prior to its publication if so desired.
4. The Consultants are directed to advertise the vacancy in regional and national publications. The fact sheet will be published on *BWP & Associates'* website with a complimentary Internet link to your school district web site, if desired.
5. The Consultants will work with the Board to establish a timeline for the search process.
6. The Consultants will actively recruit qualified candidates to apply for the position and solicit nominations from knowledgeable people in the education profession.
7. The Consultants will gather data on candidates applying for the position. Those candidates best matching the desired profile will be interviewed by the Consultants to ensure they meet the required criteria. Within a reasonable time frame after the closing of applications, the Consultants will present a list of candidates for Board consideration. References of recommended candidates will be checked by the consultants.

8. All documents produced and received by the Consultants will remain the property of *BWP & Associates*. The Consultants shall turn over to the Board, copies of all documents relating to candidates recommended by *BWP & Associates* at the time the recommendation is made. With respect to this search, the Board designee/Superintendent will receive a copy of all documents sent out on behalf of the Board.
9. The Consultants will inform the Board and other groups, if appropriate, on items related to search protocols, establishing an interview format, developing interview questions, interviewing candidates, conducting site visits, and other matters related to the search process if so desired. The Consultants will be available during the search process to advise the Board on search related issues.
10. The Consultants will make salary and compensation package recommendations to the Board if requested.
11. The fee for these consulting services will be \$18,900 plus minimal expenses of around \$1,500. These Consultant expenses include development of a fact sheet, creation and maintenance of candidate files, clerical expenses, communications to those in the network and to prospective candidates, postage, telephone/fax/copying/shipping charges and travel. In addition, the cost of an English /Spanish stakeholder survey will be billed separately.

It is the district's responsibility to reimburse candidate interview expenses, such as travel and hotel accommodations, as arranged if necessary. A form will be offered by BWP & Associates for use for reimbursement of candidate expenses, if desired. The Consultants agree to work with the District designee to ensure candidates are aware of this expectation.

Possible additional expenses for the search relate to advertising and recruitment. Advertisements in appropriate regional and national publications and websites are estimated at \$500, depending on size, number of advertisements, and where placed. These costs are not included in the Consultant fee and will be billed directly from the printer, publisher, website, or through the Consultants. **(It is anticipated that all advertising for this search will be at no cost to the district)

12. The Consultants' fee will be billed in two installments, the first after the signing of the Letter of Understanding and the second upon appointment of the new Superintendent. Expenses will be forwarded to the District as they are incurred.
13. Candidate and Consultants' final expenses will be billed within 30 days of completion of the search.
14. The Consultants agree to comply with all relevant federal, state, and local legal requirements, as well as applicable District financial policies and procedures.
15. As the eventual decision to hire the candidate will be the District's, the District hereby agrees to save, indemnify and hold harmless the Consultants for any

decision the District makes in the employment process relative to the hiring or failure to hire of any candidate(s) recommended by the Consultants.

16. If the District is dissatisfied with the Superintendent selected, within one year from the date of employment of the Superintendent, and if either party dissolves that relationship by resignation or termination within a one-year period of initial employment, and the Superintendent selected was one of the slate of candidates recommended by *BWP & Associates*, *BWP* agrees to conduct a new search at no cost to the District except for expenses.

17. Upon execution of this Agreement, the Consultants shall commence services.

This Letter of Understanding constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior agreements, negotiations, representations, or communications relating the subject matter.

Approved: -----

Approved: -----

Date) 4/10/26 _____

(Date) 4/10/26 _____

Riverside School District 96

BWP & Associates, Ltd.

Board President/Designee

MARK FRIEDMAN _____
Consultant