

IASB PROFESSIONAL SERVICES AGREEMENT

This Agreement, made and entered into this ____ day of _____, 2019 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 \$_____.

\$_____ (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 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
Thomas F. Leahy, 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
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