

November 19, 2025

Tom Feldman, Board President
Dunlap CUSD 323
400 S. 4th Street
Dunlap, IL 61525

Dear Mr. Feldman:

Selecting a superintendent is the most important decision a Board of Education will make. It makes sense to choose the most experienced and professional assistance possible when making this critical decision. The Illinois Association of School Boards (IASB) has successfully conducted nationwide superintendent searches for member districts for more than 50 years. Through our extensive network and outreach, position vacancies reach and attract quality candidates from across the nation and around the globe.

If the Dunlap CUSD 323 Board of Education employs the IASB to provide assistance in a professional executive search for its next superintendent, the Illinois Association of School Boards will:

- ◆ Facilitate a professional executive search that is tailored to meet the specific needs of the district.
- ◆ Designate a search coordinator who will be available for consultation and guidance throughout the process.
- ◆ Assist the School Board in establishing a timeline for the search process.
- ◆ Conduct Board, staff, parent/guardian, and/or community member surveys.
- ◆ Develop an Announcement of Vacancy.
- ◆ Assist the Board of Education in identifying the “Ideal Candidate” traits and profile desired.
- ◆ Provide guidance on an appropriate compensation package.
- ◆ Announce and advertise the vacancy, and solicit applicants for the position.
- ◆ Collect applications and verify the qualifications and licensure of all candidates, as well as their willingness to interview for the position.
- ◆ Analyze all applications; interview top candidates and select/recommend to the Board of Education a list of up to 6 candidates to be interviewed.
- ◆ Verify references and conduct limited background inquiries for leading candidates.
- ◆ Assist the Board of Education in establishing the interview format (and preparing for a site visit, if desired).
- ◆ Provide a post-search Board of Education/Superintendent workshop with an Outreach and Training Director.

The total cost of the search will be determined after the Board of Education has determined which, if any, of the additional/optional services will be included. Should no additional services be selected, the total cost of the search **will be and not exceed \$9,400.**

Should the Board of Education choose to utilize the services of the IASB for the superintendent search, two next steps will move the process forward:

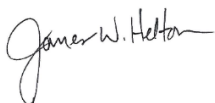
1. The Board of Education will review and consider IASB's search process materials and information. An IASB consultant is available to attend a Board of Education meeting and, in Open Session, will provide an overview of the process, answer any questions, and discuss the various "decision points" (e.g., additional services, if applicable) to plan for an optimal and successful search.
2. The Board of Education will take official action to approve the selection of IASB as the search consultant. On the basis of this action, the Board president will sign a "Professional Services Agreement" with the IASB.

The Illinois Association of School Boards is your advocate. It is important to education in Illinois that you have the superintendent who can best serve you and your district. We offer the experience and integrity required to ensure you achieve this goal.

The IASB would be honored to be part of this very important process in the life of your district. Should you have any questions or need additional information, do not hesitate to contact us.

The IASB is an equal opportunity employment search agency.

Sincerely,



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