

IASB PROFESSIONAL SERVICES AGREEMENT

This Agreement, made and entered into this 18 day of December, 2024 by and between the Illinois Association of School Boards (IASB) and Dixon Unit SD 170 (District) is for executive search services. In consideration of the mutual promises contained herein, and other good and valuable consideration, IASB and Dixon Unit SD 170 (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 \$ 8,400.

\$ 4,200 (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



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

Linda M. Wegner
President, Board of Education

Illinois Association of School Boards
Patricia Sullivan-Viniard, Ed.D., Executive Searches

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Description of Executive Search Services

DISTRICT Dixon Unit SD 170 (2026 Start)

MONTH, YEAR December, 2024

Professional Executive Search - \$ 8,400 (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