



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

Letter of Understanding

The Governing Board of SPEED S.E.J.A. #802 (hereinafter "Board") and *BWP & Associates* (hereinafter "Consultants") agree as follows.

1. Representing *BWP & Associates* as the Consultants, Mark Friedman and Anne Noland will manage the search with assistance from Sheila Harrison Williams.
2. The Consultants will secure information about the District by gathering data from interviews with members of the Personnel Committee/Board and any other person or groups the Committee/ Board so directs. Consultants will share with the Committee/Board their findings as to perceived strengths of the District, peoples' perceptions of issues facing the District, and qualifications those interviewed believe are important in an Executive Director. The consultants will also offer an optional online stakeholder survey if the District chooses.
3. The Consultants will draft an advertising fact sheet describing the vacancy to be shared with the designated contact person for the Committee/Board.
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 the SPEED #802 district web site, if desired.
5. The Consultants will work with the Personnel Committee to establish a timeline for each step of 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 two weeks of the closing of applications, the Consultants will present a list of candidates for Committee/Board consideration. References of recommended candidates will be checked by Consultants.

8. All documents produced and received by the Consultants will remain the property of *BWP & Associates*. The Consultants shall turn over to the Committee/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 committee/Board will receive a copy of all documents sent out on behalf of the Committee/Board.
9. The Consultants will inform the Committee/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. The Consultants will be available during the search process to advise the Committee/Board on search related issues.
10. The Consultants will make salary and compensation package recommendations to the committee/Board, if requested.
11. The fee for these consulting services will be \$16,500 plus minimal and reasonable expenses. 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 local travel. Candidate expenses will be forwarded as incurred to the District's Chief Financial Officer or its designee.

Other possible expenses may include travel costs for candidates and costs associated with travel for the Committee/Board if it desires to visit school districts of finalists. It is the Committee/Board's responsibility to reimburse candidate interview expenses, such as travel and hotel accommodations, as arranged. A form will be offered by *BWP & Associates* for Committee/Board use for reimbursement of candidate expenses, if desired. The Consultant agrees to work with the District's designee to ensure candidates are aware of this expectation.

Additional expenses for the search relate to advertising and recruitment as well as consultant mileage. Advertisements in appropriate regional and national publications and websites are estimated at \$500.00 to \$1,800.00, 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.

12. The Consultants' fee will be billed in three installments, the first after the signing of the Letter of Understanding, the second after the presentation of the slate of finalist candidates, and the third upon appointment of the new executive director. Expenses will be forwarded to the Committee/Board as they are incurred.
13. Candidate and Consultants' final expenses will be billed within 90 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 Governing Board's, the Board hereby agrees to save, indemnify and hold harmless the Consultants for any decision the Board makes in the employment process relative to the hiring or failure to hire of any candidate(s) recommended by the Consultants.

16. If the Governing Board is dissatisfied with the Executive Director selected within two years from the date of employment of the Executive Director, and if either party dissolves that relationship by resignation or termination within a one-year period of initial employment, and the Executive Director selected was one of the slate of candidates recommended by *BWP & Associates*, *BWP* agrees to conduct a new Executive Director 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: _____
(Date)

SPEED S.E.J.A. District #802

President, Governing Board

Approved: _____
(Date)

BWP & Associates, Ltd.

Lead Consultant