



October 12, 2012

Dr. Mike Robey, Superintendent  
Maywood District 89

Via Email

Dear Dr. Robey

This letter summarizes our understanding concerning consultant services and the time-lines for the executive director special education (title to be decided at a later date) search.

1. At the planning meeting, HYA will make recommendations concerning the salary and fringe benefits to be offered to the candidates.
2. HYA will post the vacancy nationally and regionally, including Education Week (cost varies based on size of ad), the AASA and state association bulletins (no cost). The amount to be spent on advertising will be determined by the Board.
3. The search will open and close according to a schedule determined by Superintendent. Initial screening and consultant interviews will be conducted shortly after the search closes and the consultants will present a select slate of candidates on a date agreeable to Superintendent. The number of candidates to be slated will be determined by the consultant with input from the Superintendent.
4. The District will conduct its interviews and site visit shortly thereafter.
5. Throughout the search process the consultants will be available to counsel with the Superintendent about the search. The consultants will assist the District until the District determines they have found the appropriate candidate for the position.
6. At the close of the search and the appointment of the new director, HYA will assist the District in communicating with all unsuccessful candidates.
7. Normally the consulting fee for this search would be \$15,000 however due to the other work ECRA/HYA is conducting in the district, consulting fee for this search will be \$7,500. The consultation fee is due in two equal installments: conclusion of the planning meeting and the appointment of the new director. HYA estimates the consultant expenses related to travel and correspondence including secretarial services, postage and telephone to be \$1,500. Expenses, generally, are billed approximately two weeks after the search is concluded.
8. The District will reimburse the travel expenses of candidates invited for interview by the consultants or by the District. The cost of advertisements, including but not limited to those in Education Week and AASA Leadership News, will be the District's expense.

9. All information, notes, interview sheets, lists, and other documents developed by Hazard, Young Attea & Associates. shall remain the property of Hazard, Young, Attea & Associates until such time as specific information is given to the Superintendent.

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HAZARD, YOUNG, ATTEA & ASSOC.  
By: Hank Gmitro  
President

*Regina Finelli*  
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Approved:  
*President*  
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*MR*

Dated: \_\_\_/\_\_\_/\_\_\_

Dated: 10/18/12