

10/19/17
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Acton-Boxborough Regional School District Superintendent Search Proposal



HYA Executive Search
Hazard, Young, Attea & Associates



October 10, 2017

Ms. Amy Krishnamurthy, School Committee Chair
Acton-Boxborough Regional School District
16 Charter Road
Acton, Massachusetts 01720

Dear Members of the Acton-Boxborough Regional School District School Committee:

Thank you for the opportunity to present this overview of the services that Hazard, Young, Attea & Associates, (HYA) can provide to the Acton-Boxborough Regional School District in your search for a new Superintendent. Why is HYA exceptional amongst educational search firms? We believe it is due to the following factors:

NATIONAL REACH – LOCAL KNOWLEDGE: We have conducted over 1200 searches and are represented by associates across the nation. We have also conducted searches for more than half of the member districts of the Council of Great City Schools and 47 of the 100 largest districts in the country.

THE COMMITTEE PORTAL: Communication and organization are critical to successful searches. Our web-based delivery system gives the Committee anytime, anywhere access to all documents regarding the search. Whether through a tablet, smart phone, laptop or desktop computer, the Committee and the search Associates have confidential access to all information associated with the search in an organized, transparent, and timely manner.

RESEARCH BASED COMMUNITY ENGAGEMENT: HYA's community engagement process and online survey employ research-based approaches to identifying the goals, needs, and priorities of the school system along with the desired characteristics of its next leader. The survey was developed based on research on effective leadership.

MORE THAN A BACKGROUND CHECK – EXECUTIVE DUE DILIGENCE: HYA's comprehensive and expanded background checks are completed by independent third-party investigators and include an executive summary allowing for an analysis of findings, not simply dozens of articles and documents for Committee members to read.

The following is our technical proposal. Additionally, the brochure entitled, HYA Signature Search Process, defines a prototypical search, but please know that HYA customizes each search to the District's and Committee's specific needs and wishes.

Sincerely,

Dr. William H. Adams, East Coast Regional President
Hazard, Young, Attea & Associates
HYA Executive Search Division of ECRA Group, Inc.



INTRODUCTION

Hazard, Young, Attea and Associates, (HYA) Proposes to conduct a national search for talented and highly qualified candidates for the position of superintendent of Schools for Acton-Boxborough Regional School District (hereinafter referred to as ABRSD).

Information on our firm and the search process are detailed under separate cover titled *HYA Signature Search Process*. This document serves to clearly outline the specific services, deliverables and costs proposed for Acton-Boxborough Regional School District.

SCOPE OF SERVICES

Full descriptions of each phase in our search process are available in our *HYA Signature Search Process* brochure. HYA shall provide the following services and deliverables.



Engage Phase

- Conduct a Planning Meeting with the Committee and provide a summary of said meeting which will detail the timeline and steps of the search process and decisions made by the Committee;
- Survey community constituents electronically and provide a report of findings;
- Provide for up to four individual consultant days for interviews, focus groups, and/or town hall meetings to gather in-person input from constituent groups as decided by the Committee; additional days are billed at \$1000/day;
- Present a *Leadership Profile Report* to the Committee, and propose *Desired Characteristics* based on the data from the survey, interviews with district and community representatives and other material made available to the associates;



Recruit Phase

- Prepare and place advertisements as selected and paid for by the Committee;
- Recruit and contact candidates utilizing national networks;
- Correspond with candidates regarding the search process, timeline, *Leadership Profile Report* and *Desired Characteristics*;
- Interview candidates;
- Conduct reference checks;
- Identify best qualified candidates;
- Prepare application materials of selected slate of candidates for Committee consideration;



Select Phase

- Present a slate of candidates, the number of candidates to be determined by the Committee with a recommendation from HYA;
- Conduct the Interview Workshop and provide materials and protocol to ensure informative effective Committee interviews;
- Schedule interviews for the Committee with selected semi-finalists and finalists;
- Facilitate Committee discussion to narrow candidate pool after each round of interviews;
- Coordinate and provide third party, independent investigative background check(s) of candidates as selected and paid for by the Committee;



Transition Phase

- Communicate with all unsuccessful candidates at the close of the search and the appointment of the new Superintendent;
- Hold a debriefing meeting with the new Superintendent and Committee regarding information learned throughout the search process;
- Offer other transition services to be considered by the Committee and if desired, paid for by the Committee.



FEES

In consideration for Services, the District will pay to ECRA/Hazard, Young, Attea and Associates:

- A. Consulting Fee for the search in the amount of \$23,500. This fee is due in three installments
 - 50% will be invoiced upon execution of the contract/agreement and completion of the Planning Meeting
 - 25% will be invoiced upon presentation of the Leadership Profile Report
 - 25% will be invoiced upon presentation of the slate
- B. Based on past experience, HYA has designed advertising packages to maximize exposure for the vacancy. The Committee will choose the package that best suits their needs. The cost ranges from \$1950 - \$5000. See Appendix A in the HYA Signature Search Process for additional details.
- C. Background checks/Executive Due Diligence Services as selected by the Committee. The cost ranges from \$1105 - \$1950 per candidate. See Appendix B of the HYA Signature Search Process brochure for investigative procedures and options.
- D. Printing and Postage; HYA is a green corporation whereby all documents related to the search will be provided via a Committee portal. If the Committee wishes to have hard copies, 3% of the Consulting Fee will be added to the agreement as an additional fee to cover the costs associated with printing, binding and shipping all materials.
- E. The Community and Leadership Profile Survey is offered in English and Spanish. If the district wishes to offer the survey in additional languages, the fee is \$315 per language. Please allow up to two weeks for translation.

Reimbursable Expenses

Expenses related to travel of the candidates and consultants will be borne by the Committee. HYA directs its associates and candidates to utilize the United States General Service Administration (GSA) guidelines (<http://www.gsa.gov>) for business travel in their given area. Mileage reimbursement is based on current IRS guidelines.



Optional Transition Services

The transition Phase consists of assisting the Committee and new Superintendent to assure a successful transition. HYA associates will meet with the new Superintendent and Committee leadership regarding the information learned throughout the search process. In particular, the *Community and Leadership Profile Survey Report*. HYA offers additional Transition Services, please see appendix C of *HYA Signature Search Process* brochure for a listing of transition services.

- \$3000 Board Governance Workshop
- \$5000 Board Goal Setting and Superintendent Evaluation
- \$15,000 Comprehensive First Year Support (includes Governance Workshop and Board Goal Setting and Superintendent Evaluation)

Other transition services quoted based on student population.

THE SEARCH TEAM

HYA assigns an individual management team to each executive search that it conducts. Upon the concurrence of the Committee, HYA proposes the following search team for ABRSD.

HYA Associate	Cell Phone	Email
Brenda Finn	413-221-0343	brendaf@maia.org
Don Macrino	860-625-5536	dmacrino@saint-bernard.com

Executive oversight for each search is provided by the regional president,

Name: Dr. William H. Adams

Contact: 609-471-4046

The Director of Operations, Therese Meyer, serves as project manager and can be reached at 847-318-0072 and theresemeyer@ecragroup.com



GUARANTEES

Fixed Price

Throughout the search process the consultants will be available to counsel with the Committee about the search. The consultants will assist the Committee until the Committee determines it has found the appropriate candidate for the position.

Non-Solicitation of Selected Candidate

The Superintendent appointed with HYA's assistance will not be presented to another Committee as a candidate if it would result in the Superintendent leaving the District within five (5) years of employment unless the Committee provides written authorization to HYA that they may do so.

Two-Year Window

If the Superintendent departs from the position during the first year under any circumstances or within two (2) years if a majority of the Committee is still in place, HYA will conduct a new search for the Committee for no additional consulting fee.

Price Match

HYA will agree to match the price of any competitive bid as long as the bid is for a comparable level of services and support (both time and process).



REFERENCES

HYA's reputation for effectiveness and integrity is extremely important. The following references were chosen because the Committee worked with the HYA consultant(s) being proposed for the search or because the district has a similar demographic profile to the district. The reference contact information includes the Committee President of the District. In addition to the references listed below, an extensive list of national searches our firm has completed since 2012 is attached.

District Name and State	Reference Name	Contact Information
Cambridge Public Schools (MA)	Barbara Allen	617.349.6441
Carlisle Public Schools (MA)	Melissa McMorrow	978.369.6550
Lexington Public Schools (MA)	Margaret Coppe	mcoppe@sch.ci.lexington.ma.us
Marlborough Schools (MA)	Arthur Vigeant	508.460.3552
Somerville Public Schools (MA)	Paul Bockelman	617.833.8883

BRENDA FINN

EDUCATION

Ed.D.	University of Massachusetts Amherst, MA
M.A.	Middlebury College, Middlebury, VT
M.Ed.	University of Massachusetts Amherst, MA
B.A.	University of Massachusetts Amherst, MA

PROFESSIONAL EXPERIENCE

2016-Present	Associate, Hazard, Young, Attea & Associates (II)
2008-Present	Educational Consultant/Mentor to Superintendents & Principals, NH And MA
2003-2008	Superintendent, Concord Public Schools & Concord-Carlisle Regional School District (MA)
2000-2003	Superintendent, Gill-Montague Regional School District (MA)
2009-2015	Founding Principal, Strategic Consultant Massachusetts International Academy (MA)
1997-2000	Vice President-Academic Affairs, CVTC, State of Wisconsin Technical College System (WI)
1991-1997	Principal and Associate Principal, Memorial High School, Eau Claire Area School District (WI) Principal and Associate Principal, Sonora High School, Fullerton Joint Union School District (CA)
1975-1991	Teaching & Counseling Experience, Longmeadow High School (Longmeadow Public Schools, MA); Franklin Junior-Senior High School (Franklin Public Schools, NH), American Nicaraguan School (Managua, Nicaragua)

PROFESSIONAL ACHIEVEMENTS

Member, Chamber of Commerce Business Education Committee, Marlborough, MA, 2009 to present
Presenter, Harvard University Graduate School of Education, May 2014, Global STEM Education Center
Member of the Massachusetts Association of School Superintendents, Global Education/21st Century Skills Committee, 2008 to 2014
Member of national/regional educator delegations to China (2014, 2006, 2005) and to Japan (2005); visiting educator to China, 2010 & 2009
Program evaluator on site visits for NEASC, WASC, NCACS
Presenter, University of Massachusetts, regarding the need for flexibility, transparency, and nimbleness in implementing study programs for students
Presenter, Massachusetts Association of School Committees/Massachusetts Association of School Superintendents Conference, speaking to topic of expanding student options
Member of the Massachusetts School Superintendents Professional Development Committee, 2001-2008, designing state professional development and annual conference for public school educators
Recipient of Eau Claire (WI) Chamber of Commerce Business/Education Award, 2000, 1999
Presenter, American Educational Research Association (AERA) annual conference, Chicago, 1997. Coalition for School Improvement annual conference, Chicago, 1996. Wisconsin Association for Supervision and Curriculum Development (WASCO) regional conference, Eau Claire, 1996
Guest lecturer on subjects of educational leadership, instruction, and cultural diversity, University of Wisconsin, School of Education, Eau Claire, 1994-2000
Eau Claire Excellence in Education Educator Award, 1995
Danforth Program for School Leadership Fellowship, 1988-91; University of Massachusetts Amherst
National Endowment for the Humanities (NEH) Independent Study Program Fellowship, 1988 Awarded grant to pursue independent scholarship on the Old Testament
National Endowment for the Humanities (NEH) Summer Seminar Fellowship, 1987; studied the poetry of William Carlos Williams and John Berryman focusing on the modern autobiographical epic
Longmeadow Teacher Award, 1984, 1985, 1990. Longmeadow Education Association Award, 1985
Danforth Fellowship for Rural Teachers Program, Middlebury College, 1978, 1979. Culminated in MA

PUBLICATIONS

Co-author. *Acculturation in the Cognitive Style of Laotian Hmong Students in the United States*. In Annual Editions: Multicultural Education, 1998, 99/2000, 188-194. Guilford, CT: Dushkin/McGraw-Hill.
Co-author. *The Effects of Cultural Experience on the Cognitive Style of Laotian Students in the US*. Current Issues in Asian Pacific American Education, 171-183. South El Monte, CA: Pacific Asia Press.
Co-Editor. *Matters of Consequence: Reflections of Ralph Tyler on Education and Learning in a Democracy*. Amherst, MA: University of Massachusetts.
Co-author. *Hmong Students' Learning Style: A Follow-up Report*. WI School News, 52(4), 8-12.
Author. *Gangbangers on the Educational Fringes*, Equity & Excellence in Educ., 1996, 29(1), 68-76

DONALD MACRINO

EDUCATION

M.A. Sacred Heart University
B.A. Eastern CT State University

EXPERIENCE

2015- Associate, Hazard, Young, Attea & Associates, IL
2014- Headmaster, Saint Bernard School
2013-2014 Interim Principal, Wheeler Middle School High School
2013-2013 Interim Principal, Veteran's Memorial School
1997-2013 Principal of Waterford High School, Waterford High School, CT
1995-1998 Assistant Principal, Clark Lane Middle School, CT
1973-1995 Dean of Students, Teacher of English, New London High School, CT

PROFESSIONAL AFFILIATIONS

Connecticut Association of Schools (CAS)
Executive Board, Eligibility Review Board, Critical Issues

National Association of Secondary School Principals (NASSP)
Executive Board, Finance Committee

New England Association of Schools and Colleges (NEASC)
Assistant Chair Visiting Committee

Governor's Red Tape committee

OTHER AFFILIATIONS

Diocesan Review Board Diocese of Norwich, CT
Title: Chairman

St. Joseph's Church New London, CT
Title: Parish Council Chair, School Board Member

Sons of Italy New London, CT
Title: President (former)

City Council New London, CT
Title: City Councilman

WILLIAM H. ADAMS

EDUCATION

Ed.D.	Rutgers University, New Brunswick, NJ
M.A.	Rowan University, Glassboro, NJ
B.A.	Rowan University, Glassboro, NJ

EXPERIENCE

2014 – Present	East Coast Regional President, Hazard, Young, Attea & Associates
2006 – 2014	Ray & Associates, Cedar Rapids, IA
1987	New Jersey Regional Day School at Mannington
1986 – Present	CEO and Principal Consultant, W.H. Adams & Associates, LLC, Naples, FL
1984 – 1988	Radey & Fuller Associates, Cherry Hill, NJ
1982	US Department of Education, Title VI Grant
1977	NJ Council on Vocational Education, Trenton, NJ
1973 – 2008	Superintendent of Schools, Salem County Vocational Technical Schools, Woodstown, NJ
1969 – 1973	High School Principal , Camden County Vocational Technical Schools, Pennsauken, NJ

AWARDS

- AASA Distinguished Service Award, 2010
- NJASA Designated Superintendent Emeritus, 2009
- National School Boards American School First Place MAGNA Award, 2008
- New Jersey Association of School Administrators Distinguished Service Award, 2005
- New Jersey Superintendent of the Year, 1994
- AASA James R. Kirkpatrick Legislative Award for testimony before the US Senate, House and GAO, 1991
- Rutgers University Graduate School of Education “Distinguished Alumni Award”, 1992
- Executive Educator, formerly published by the National School Boards Association, Top 100 School Administrators in North America, 1980

PROFESSIONAL ACTIVITIES

- National Center for Educational Research and Technology (NCERT) – Board of Directors (2007-13)
- AASA Corporate Advisement Team (2006)
- AASA Publications Review Board (2006 – present)
- American Association of School Administrators Executive Committee (1998–01 & 2004–07)
- Salem County One Stop Management Team for the Cumberland/Salem Workforce Investment Act (2000 – 2008)
- New Jersey Association of School Administrators
 - Treasurer (1994 – 1995)
 - Secretary (1995 – 1996)
 - President-Elect (1996 – 1997)
 - President (1997 – 1998)
- AASA Legislative Corps (1990 - present)
- State Advisory Council for the Gifted and Talented (1984–87)
- N.J. Commissioner’s Advisory Council for the Handicapped (1978–86), Chairperson (1978–82)

**SELECT HYA SUPERINTENDENT SEARCH HISTORY
WITH REFERENCES**

2017				
0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
<p>Bexley City SD (OH) 2,274 Students, K-12 Melissa LaCroix Melissa.Lacroix@bexleyschools.org</p> <p>Richland SD88 (IL) 915 Students, K-8 Julie Starasinich 815.690.0674</p>	<p>Beacon City Schools (NY) 3,600 Students, K-12 Meredith Heuer 917.447.6562 boeheuer@beaconk12.org</p> <p>Chappaqua Central SD (NY) 4,000 Students, K-12 Allison Gardner 914.4009.7696 algardner@ccsd.ws</p> <p>Hunterdon Central Regional HS (NJ) 2,990 Students, 9-12 Deborah Labbadia 908.616.8588</p> <p>Madison SD (NJ) 2,604 Students, K-12 Lisa Ellis 201.400.2349 lellis444@aol.com</p> <p>Manhasset Union Free SD (NY) 3,300 Students, K-12 Regina Rule 914.602.1483 regina761@optimum.net</p> <p>Pelham Public Schools (NY) 2,800 Students, K-12 Madeline Smith 646.209.5213 msmith@pelhamschools.org</p> <p>Rescue Union SD (CA) 3,766 Students, PK-8 Nancy Brownell, 916.769.7417</p> <p>Rye City SD (NY) 3,384 Students, K-12 Katy Keohane Glassberg glassberg.katy@ryeschools.org</p>		<p>El Rancho USD (CA) 8,800 students, PK-12 Dr. Aurora Villon, 562.965.8636</p> <p>L'Anse Creuse PS (MI) 12,000 Students, K-12 Amy Servial 586.822.9302. amyservial@gmail.com Dr. Terri Spencer 248.520.0334 tmsedd@gmail.com</p> <p>Richland SD (WA) 13,400 Students, K-12 Rick Jansons, 509.528.3488 rick.jansons@rsd.edu</p> <p>Sequoia Union HSD (CA) 9,000 Students, 9-12 Carrie DuBois, cdubois@cbtnorcal.com</p>	<p>Fairfax County PS (VA) 183,000 students, PK-12 Sandy Evans, 571.423.1083</p> <p>Midland ISD (TX) 25,000 Students, PK-12 Rick Davis 432.683.6686</p> <p>Portland Public Schools (OR) 49,200 students, PK-12 Amy Kohnstamm 503.913.3945</p>



**SELECT HYA SUPERINTENDENT SEARCH HISTORY
WITH REFERENCES**

2016

0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
Brisbane SD (CA) 450 students, TK-8 Leo Tingin 415.269.4149 ltingin@brisbanesd.org	Bedford Central School District (NY) 3,600 students K-12 Jennifer Gerken 914.262.3526	Westport Public Schools (CT) 5,770 students PK-12 Michael Gordon 203.255.2244	Campbell Union HSD (CA) 8,000 students 9 - 12 Linda Goytia 408.230.7414	Beaverton School District (OR) 40,725 students K-12 Anne Bryan 503.679.5040
Carlisle Public Schools (MA) 620 students PK-8 Melissa McMorrow 978.369.6550	Jefferson UHSD (CA) 5,000 students 9-12 Rosie Tejada 415.250.5123		Carlsbad USD (CA) 11,000 students, K-12 Claudine Jones 760.331.5000	Blue Valley SD 229 (KS) 22,000 students PK-12 Mike Seitz 913.226.7765
CCSD 89 – Glen Ellyn (IL) 2,000 students PK-8 Mike Nelson 773.469.7750	Laguna Beach USD (CA) 3,037 students K-12 Carol Normandin 949.497.7700 ext. 5202		Fairfield Public Schools (CT) 10,000 students PK-12 Philip Dwyer dwyer_philip@yahoo.com	Houston ISD (TX) 215,000 students PK-12 Manuel Rodriguez 713.498.5649
Gravenstein Union SD (CA) 748 students K-8 Jim Horn 707.823.1052	Minooka Community HSD #111 (IL) 2,700 students 9-12 Mike Brozovich mbrozovich@mchs.net		Manchester School District (NH) 15,000 Students PK-12 Debra Langton 603.669.8338	Humble ISD (TX) 41,000 students PK-12 Robert Sitton 281.450.2472
Harvey School District 152 (IL) 2,300 students PK-8 Gloria Johnson gjohnson@harvey152.org	New Albany-Plain Local SD (OH) 4,882 students PK-12 Debra Kalinosky dkalinosky@earthlink.net		Santa Barbara Unified SD (CA) 15,500 students PK-12 Kate Parker kparker@sbunified.org	Los Angeles USD (CA) 640,000 students PK-12 Steve Zimmer 213.241.6387
Soquel Union Elementary SD (CA) 1,900 students PK-8 Judy McGooden 408.818.1263	Walnut Creek ESD (CA) 3,600 students K-8 Katie Peña 925.287.0494		Stamford SD (CT) 16,000 students K-12 Geoff Alswanger 203.968.0233	Northwest ISD (TX) 21,000 students PK-12 Mark Schluter 817.948.6425 Josh Wright 682.472.1846
Woodbridge School District (CT) 780 students, PK-6 Margaret Hamilton, 203.494.7591 mannham@sbcglobal.net				Phoenix Union HSD (AZ) 27,000 students 9-12 Lela Alston 602.278.2002
				Providence PSD (RI) 24,000 students PK-12 Nicholas Hemond 401.453.8600
				Santa Ana Unified SD (CA) 56,000 students PK-12 John Palacio 714.542.0589



**SELECT HYA SUPERINTENDENT SEARCH HISTORY
WITH REFERENCES**

2015				
0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
Galt Joint Union High SD (CA) 2,300 students 9-12 Terry Parker Owing 209.810.0720	City Schools of Decatur (GA) 4,200 students PK-12 Annie Caiola 404.371.3601	Cambridge Public Schools (MA) 7,000 students PK-12 Mayor David Maher 303.249.6575 Barbara Allen 617.349.6441 ballen@cpsd.us	Bridgewater-Raritan RSD (NJ) 8,800 students K-12 Ann Marie Mead 732.216.7268 amead@brrsd.k12.nj.us	Boston Public Schools (MA) 57,300 students PK-12 Michael O'Neill 617.947.2967
Highland Falls-Fort Montgomery CSD (NY) 1,000 students K-12 Anne Lawless 914.588.0384	Fayetteville-Manlius Central SD (NY) 4,420 students K-12 Marissa Joy Mims 315.682.3231	CCSD 62 – Des Plaines (IL) 5,200 students PK-8 Stephanie Duckmann 847.824.1136	Franklin Township PS (NJ) 8,300 students PK-12 Edward Potosnak 732.745.1866	Colorado Association of School Executive (CO) Executive Director Diana Sirko 970.618.1829
Northbrook/Glenview SD 30 (IL) 1,130 K-8 students Chuck Gittles 847.498.4190 cgittles@district30.org	Freeport School District 145 (IL) 4,187 students PK-12 Janice Crutchfield janice.crutchfield@fsd145.org	Centinela Valley Union HSD (CA) 6,600 students 9-12 Hugo M. Rojas II 310.263.3200	Jefferson County Schools (WV) 9,000 students PK-12 Scott Sudduth scottsud@gmail.com	Eugene School District 4J (OR) 16,000 students K-12 Jim Torrey 541.790.7707
Rockridge CUSD #300 (IL) 1,100 students PK-12 Jeff Widdop 309.793.8001	Mahopac Central School District (NY) 5,000 students K-12 Michael Sclafani 914.939.1256	Flint Community Schools (MI) 7,000 students PK-12 Isaiah Oliver 810.210.6823 isaiah.m.oliver@gmail.com	Montgomery County PS (VA) 9,500 students PK-12 James Lyons 540-831-9864 joeylyons@mcps.org	Montgomery County PS (MD) 154,000 students PK-12 Mike Durso 240.401.0674
Salem Elementary SD111 (IL) 970 students PK-8 Terry Barnfield 618.267.0514		Hudson School District #2611 (WI) 5,600 students K-12 Jamie Johnson 751.381.7105	Orleans Parish School Board (LA) 11,000 students PK-12 Nolan Marshall, Jr. 504.460.1496	Sioux Falls School District (SD) 23,000 students PK-12 Kent Albery 605.941.3740
Saratoga Union School District (CA) 2,100 students K-8 Arati Nagaraj 408.656.9137		Oak Park Elementary SD 97 (IL) 5,900 students PK-8 Bob Spatz bspatz@op97.org	San Mateo-Foster City SD (CA) 12,000 students PK-8 Audrey Ng 626.862.4582	
Trevor-Wilmot Consolidated SD (WI) 565 students PK-8 Tom Steiner 262.862.2356		Pemberton Township Schools (NJ) 5,000 students 9-12 Sandy Glawson glawson@pemb.org	South San Francisco USD (CA) 9,375 students PK-12 Rosa Acosta 650.754.3672	
		Union Elementary SD (CA) 5,000 students K-8 Sheila Billings 408.888.3268	West Allis-West Milwaukee SD (WI) 9,877 students PK-12 Patricia Kerhin 414.604.3000	

**SELECT HYA SUPERINTENDENT SEARCH HISTORY
WITH REFERENCES**

2014

0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
<p>Clarke County Schools (VA) 1,950 students PK-12 Janet Creager Alger 540.664.1163</p> <p>Green Brook Township PS (NJ) 930 students K-8 James Benscotler benscotler@gbtpps.org</p> <p>Haldane Central School District (NY) 883 students K-12 Jennifer Daly 917.450.1630</p> <p>Maple Dale-Indian Hill SD (WI) 500 students K-8 Chris Soyke 414.540.4092</p> <p>Moffat County SD RE-1 (CO) 2,402 students PK-12 J.B. Chapman 970.846.2671</p> <p>Palos CCSD 118 (IL) 1,882 students PK-8 Sheila Pacholski 312.835.3589</p> <p>Ross Valley School District (CA) 2,200 students PK-8 Anne Capron 415.686.2926</p> <p>Roselle School District #12 (IL) 690 students K-8 Lisa Mondo 630.240.1709</p>	<p>Asheville City Schools (NC) 4,081 students PK-12 Jacquelyn Hallum 828.258.8118</p> <p>Katonah-Lewisboro SD (NY) 3,200 students, K-12 Marjorie Schiff 516.972.3614</p> <p>North Plainfield School District (NJ) 3,152 students K-12 Linda Bond-Nelson 908.922.0377</p> <p>Princeton Public Schools (NJ) 3,800 students PK-12 Timothy Quinn 609.921.0428</p> <p>Somerville Public Schools (MA) 4,987 students PK-12 Paul Bockelman 617.833.8883</p> <p>Summit Public Schools (NJ) 4,100 students K-12 Celia Colbert 908.399.6131</p> <p>Wilton Public Schools (CT) 4,320 students PK-12 Bruce Likly 203.722.6474</p>	<p>Accomack County Schools (VA) 5,200 students PK-12 Ronnie Holden 757.710.1830</p> <p>Baldwin Union Free SD (NY) 5,000 students K-12 Mary Jo O'Hagan 516.589.2994 ohaganmaryjo@gmail.com</p> <p>Cleveland Heights-University Heights City School District (OH) 5,800 students PK-12 Ron Register 216.403.4708 r_register@chuh.org</p> <p>Evanston-Skokie SD 65 (IL) 7,082 students PK-8 Traci Quattrocki 847.859.8005</p> <p>Lexington Public Schools (MA) 6,600 students PK-12 Margaret Coppe mccoppe@sch.ci.lexington.ma.us</p> <p>Linn-Mar Community SD (IA) 7,000 Students PK-12 Tim Isenberg, tisenberg@linnmar.k12.ia.us</p> <p>Parsippany-Troy Hills SD (NJ) 7,300 students PK-12 Fran Orthwien 973.263.7200 orthweinr@aol.com</p> <p>Ridgefield Public Schools (CT) 5,500 students K-12 Austin Drukker 203.894.5550</p> <p>Woodstock CUSD 200 (IL) 6,145 students PK-12 Paul Meyer 815.337.2503</p>	<p>City SD of New Rochelle (NY) 11,600 students PK-12 David Lacher 914.671.2171</p> <p>Eanes ISD (TX) 7,803 students K-12 Rob Hargett 512.415.4656 rhargett@eanesisd.net</p> <p>East Brunswick PS (NJ) 8,309 students K-12 Brad Cohen 732.613.6700</p> <p>Portsmouth Public Schools (VA) 15,200 students PK-12 James Bridgeford 757.434.2567</p> <p>Rowland Unified SD (CA) 14,000 students K-12 Heidi Gallegos heidigallegos@gmail.com</p> <p>Shoreline District #412 (WA) 9,000 students PK-12 Mike Jacobs or Debi Ehrlichman 206.393.6111</p> <p>Toms River Regional Schools (NJ) 17,000 students K-12 Joseph Torrone jtorrone@trschoos.com</p>	<p>Loudoun County Schools (VA) 70,000 students PK-12 Eric Hornberger 571.291.5685</p> <p>Virginia Beach City PS (VA) 70,259 students K-12 Dan Edwards 757.263.1016</p>



**SELECT HYA SUPERINTENDENT SEARCH HISTORY
WITH REFERENCES**

2013				
0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
<p>Fox Point-Bayside Schools (WI) 500 students PK-8 Deb Friberg deb_friberg@hotmail.com</p> <p>High Point Regional HS District (NJ) 800 Students 9-12 Paul Derin 973.875.7205</p> <p>Nicolet High School (WI) 1,300 students 9-12 Marilyn Franklin 414.352.1180</p> <p>Portola Valley School District (CA) 700 students PK-8 Jocelyn Swisher 650.851.1777</p> <p>Public Schools of the Tarrytowns (NY) 2,100 students PK-12 Mimi Godwin 914.564.9621</p> <p>Secaucus School District (NJ) 2,190 students PK-12 Jack McStowe jmcstowe@sboe.us</p> <p>Sunnybrook SD 171 (IL) 1,015 students K-8 Lance Lape 708.895.7790</p> <p>Tuckahoe Union Free SD (NY) 1,100 students K-12 Julio Urbina 212.239.3030</p> <p>Watchung Hills Regional HS (NJ) 2,068 students 9-12 Robert Horowitz 732.563.1122</p>	<p>Belmont-Redwood Shores SD (CA) 3,600 students K-8 Robert Tashjian 650.520.5354</p> <p>Monona Grove School District (WI) 3,121 students PK-12 Susan Fox 608.222.5015</p> <p>Tukwila School District (WA) 2,920 students K-12 Mark Wahlstrom wahlsea@yahoo.com</p>	<p>Oconomowoc Area Schools (WI) 5,100 students PK-12 Don Wiemer 262.490.0804</p> <p>Passaic City SD (NJ) 7,000 students PK-12 Byron Bostos 973.470.5500</p> <p>Piscataway Twp Schools (NJ) 7,200 students K-12 Tom Mosier tmosier@pway.org</p> <p>Shaker Heights City Schools (OH) 5,500 students K-12 Annette Sutherland 216.991.8573</p> <p>St John the Baptist Parish SD (LA) 6,253 students PK-12 Gerald Keller 504.628.5277</p> <p>Syosset Central SD (NY) 6,527 students K-12 Michael Cohen 516.567.7780 mcgrateful@gmail.com</p>	<p>Alvord Unified SD (CA) 19,812 students K-12 Art Kaspereen artjr@gmail.com</p> <p>Decatur Public Schools (IL) 9,000 students PK-12 Brian Hodges 217.877.8901</p> <p>Portage Public Schools (MI) 8,700 students K-12 Robert Snyder 269.381.3585</p> <p>San Leandro Unified SD (CA) 8,800 students K-12 Diana J. Prola 510.483.0744</p>	<p>Fairfax County Schools (VA) 186,000 students PK-12 Illyong Moon 703.409.0270</p> <p>Fort Bend ISD (TX) 69,000 students PK-12 Jim Rice 832.563.2942</p> <p>Indianapolis Public Schools (IN) 30,000 students PK-12 Diane Arnold 317.679.8844</p> <p>Jersey City Public Schools (NJ) 26,000 students PK-12 Suzanne Mack 201.344.7599</p> <p>Round Rock ISD (TX) 47,328 students PK-12 Catherine Hanna 512.731.6604</p> <p>Stafford County PS (VA) 27,463 students PK-12 Stephanie Johnson 540.295.0233 johnsonsj@staffordschools.net</p>

HYA looks forward to the possibility of working with the Committee and assisting with the selection of a new leader. Please contact HYA at 847-318-0072 or at hya@ecragroup.com with questions or requests for additional information.

ECRA Group, Inc.

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Schaumburg, IL 60173
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East Coast Regional office

Jersey City, NJ

West Coast Regional office

Palo Alto, CA

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HYA Signature Search Process



HYA Executive Search
Hazard, Young, Attea & Associates

The HYA Difference

National Reach – Local Focus

Established in 1987, Hazard, Young, Attea & Associates (HYA) is one of the oldest and largest search firms having assisted more than 1000 school boards select exceptionally talented leadership in school systems across the nation, large and small, urban and rural. HYA's reputation and experience make it one of the preeminent school search firms in the nation and a standard which others often emulate. HYA Associates are located across the country to conveniently serve clients and are thus uniquely qualified to bring local - as well as national - perspectives, knowledge, experience, and connections to each search.

The Board Portal

Communication and organization are critical to successful searches. Our web-based delivery system gives the Board anytime, anywhere access to all documents regarding the search. Whether through a tablet, smart phone, laptop or desktop computer, the Board and the search Associates have confidential access to all information associated with the search in an organized, transparent, and timely manner.

Executive Oversight

Every HYA search has executive oversight by a Regional President, and HYA's Director of Operations serves as project manager to ensure all details are carefully managed. HYA has professionally staffed offices, a technological infrastructure, and a staff of full-time employees. Our tech team serves as a resource to school districts for linking the online community survey and other search materials to their website. These resources make HYA capable of responding to Board's requests in a very timely fashion.

Research Based

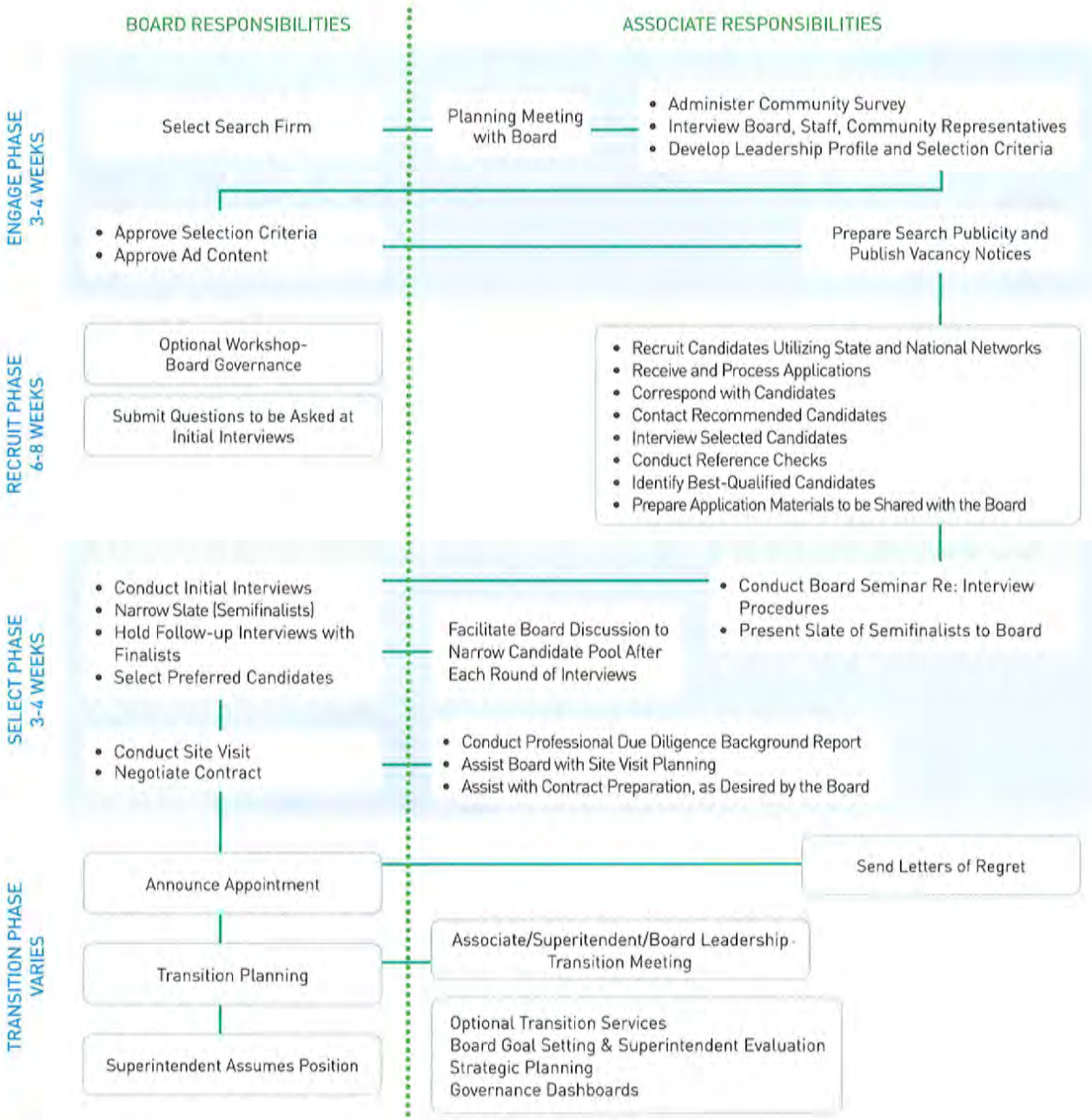
HYA is the leadership division of ECRA group, a premier research and analytics firm with over 35 years of experience supporting school districts in improving student outcomes. HYA's community engagement process and online survey employ research-based approaches to identifying the goals, needs, and priorities of the school system along with the desired characteristics of its next leader. The survey was developed based on research on effective leadership. The resulting Community and Leadership Profile Survey Report provides information on the current state of the District, essential information the Board will use in the selection process and the new leader can use day one of employment. Furthermore, by blending consulting, professional service, and technology, HYA/ECRA group offers transition services and an analytics infrastructure to help the Board and their new leader better understand the interrelationships among school functions, and the impact of decisions and expenditures on student outcomes.



More Than a Background Check – Executive Due Diligence

HYA's comprehensive and expanded background checks are completed by independent third-party investigators and include an executive summary allowing for an analysis of findings, not simply dozens of articles and documents for Board members to read. The investigative procedures are comprehensive and thorough with a focus on the public school landscape - well beyond what constituents could produce through a simple internet search. This includes on-site research of primary source documents at relevant county court houses for civil and criminal record history. Additionally news and social media investigations provide a better understanding of a candidate's leadership style, public relations skills, and reputation.

HYA Signature Search Process



The Four Phases of HYA's Signature Search

The process outlined represents a prototypical search. Upon selection, the Associates will meet with the Board to discuss this process and modify it to meet the Board's unique needs. The following is a description of each phase in the search:



Engage

The Engage phase consists of designing and planning a process of engaging the Board and stakeholders through interviews, online surveys (available in world languages), and focus groups. Information from these interactions assists the Board in developing a leadership profile and selection criteria that match the priorities of the community and that meet the unique needs of the local district. This disciplined, inclusive and research-based approach ensures all stakeholders have the opportunity to be a part of the search process and provides valuable feedback about the school district based on HYA's local research and professional understanding of the district's standing in the broader marketplace. In an effort to be fully transparent to the community, an internet link is provided to the HYA website which details the search process and the vacancy announcement.





Recruit

The Recruit phase consists of leveraging HYA's extensive national network of Associates across multiple offices and incorporating advertising strategies (as selected and paid for by the Board pursuant to Appendix A) that results in the identification and recruitment of exceptionally talented leaders. HYA can also recruit non-traditional candidates, i.e. executives that have worked in business, military, private or public sector. HYA works in close partnership with state and national organizations with numerous Associates serving on those Boards.



Select

The Select phase consists of providing the Board with a slate of candidates that were interviewed by HYA Associates using the Leadership Profile established by the Board. HYA Associates are committed to spending the necessary time and energy on the details to find the right candidates to bring to the Board. The search team then facilitates the Board interviews and appointment process including reviewing candidates' references. HYA's ability to gain important background information regarding candidates - beyond what appears on an individual's resume - is a unique and distinguishing characteristic of HYA, and is attributable to the integrity of the firm, Associates, and the vast networks of professional relationships built through years in the education field. A workshop on interviewing and construction of interview questions is facilitated by the Associates for the Board. Executive due diligence including formal background and media checks complete the Select phase (as selected and paid for by the Board pursuant to Appendix B).



Transition

The Transition phase consists of assisting the Board and new Superintendent to assure a successful transition. Appointing a new leader is the first step toward accomplishing organizational and student goals for success. Included in the search fee is a transition meeting with the new Superintendent and representative(s) of the Board regarding the information learned throughout the search process, in particular, the Community and Leadership Profile Survey. Additional transition services are available (as selected and paid for by the Board pursuant to Appendix C).

The Search Team

Presently, HYA is represented by Associates across the United States who assist with the firm's mission to provide proactive, thorough and quality assistance to School Boards in need of identifying and recruiting highly qualified executives for superintendentcies and other administrative positions. HYA Associates bring extensive executive search experience and broad educational backgrounds to its practice. Through continuing involvement in school and university work, HYA Associates are aware of current educational issues and have strong relationships with educational leaders and opinion-makers in administrative leadership and management. HYA is committed to engaging a diverse and gender balanced cadre of Associates. Among HYA Associates are members of NABSE (National Alliance of Black School Educations) and ALAS (Association of Latino Administrators and Supervisors).

HYA assigns an individual management team to each executive search that it conducts. Associates assume direct responsibility for the search and coordinate the activities of all individuals engaged in the project. In addition to the Associates assigned to the search, all nation-wide Associates in the firm are tasked with identifying prospective candidates. Board members will receive the business, home and cell phone numbers, as well as the email addresses of the Associates.

HYA has professionally staffed offices, a technological infrastructure and a full-time employed staff; thus, HYA is capable to respond to any request the Board may have on the Board's time schedule. Finally, each search has executive oversight by a Regional President and HYA's Director of Operations serves as project manager to ensure no detail is overlooked. HYA's office staff, which is highly knowledgeable and pleased to assist at any time, is available to the Board from 9:00 a.m. to 5:00 p.m. CST, Monday through Friday.

HYA believes that communication and organization are critical to successful searches. Our delivery system gives the Board anytime, anywhere access to all documents regarding the search. HYA has adopted a green process whereby all materials are delivered via a dedicated search portal so the Board and its Associates can have confidential access to all information associated with the search in an organized and timely manner.

All materials are delivered via a dedicated search portal giving the Board immediate and organized access to all information

Appendices

- A Advertising Services
- B Executive Due Diligence
- C Transition Services

Advertising Services

HYA Associates work with their clients to consider the many approaches to advertising vacant position(s). The HYA staff creates and coordinates all advertisements at the Board's direction. The National Plan ensures exposure in the most frequently read print, e-publication journals, and job boards of educational leaders across the country. HYA has created other more focused advertisement options for the Board to consider as add-ons to the National Plan, including state and region-specific options. Whatever the Board chooses, HYA staff will write, place, and coordinate all the details.

Package 1	Package 2	Package 3
HYA group print ad in Ed Week	Two HYA group print ads in Ed Week	Monthly HYA group print ad in Ed Week for length of search
Online listing on EdWeek's TopSchoolJobs site for 30 days	Online listing on EdWeek's TopSchoolJobs site for 30 days	Dedicated District specific print ad in Ed Week
Online Showcased ad on EdWeek and TopSchoolJobs homepages for 7 days	Online Showcased ad on EdWeek and TopSchoolJobs homepages for 7 days	Online listing on EdWeek's TopSchoolJobs site for 30 days
Online listing on AASA's site for 30 days	Online listing on AASA's site for 30 days	Online Showcased ad on EdWeek and TopSchoolJobs homepages for 7 days
Posted on ECRA, Twitter, and LinkedIn	Online Spotlight and Preferred upgrades on AASA's Site for 30 days	Online listing on AASA's site for 30 days
	Posted on ECRA, Twitter, and LinkedIn	Online Spotlight, Preferred, and Featured upgrades on AASA's Site for 30 days
		Posted on ECRA, Twitter, and LinkedIn



Options to Complement the Advertising Packages

(Choose as many as desired.)

Careerbuilder Network	ALAS & NABSE	LinkedIn
Careerbuilder ad, linked to ASCD job ramp (Association for Supervision and Curriculum Development) for 30 days	Association of Latino Administrators and Superintendents (ALAS) for 6 weeks online, push on ALAS apps	LinkedIn listing for 30 days
	National Association of Black School Educators (NABSE) for 30 days	

Regional Packages

(Choose one of the following.)

California	Northeast	State Specific
2 advertisements (5X4) in EdCal/ACSA (Association of CA School Administrators), print and e-publication	NJASA (New Jersey Association of School Administrators)	Three state association advertisements as decided by the associate and the board
CALSA (CA Association of Latino Superintendents and Administrators) online advertisement for 90 days	NYSCOSS (New York State Council of School Superintendent) online and newsletter	Posted on ECRA, Twitter, and LinkedIn
CAAASA (CA Association of African American Superintendents and Administrators) online advertisement	CAPSS (Connecticut Association of Public School Superintendents)	
Posted on ECRA, Twitter, and LinkedIn	Posted on ECRA, Twitter, and LinkedIn	

Executive Due Diligence

HYA incorporates executive due diligence in the search process. The comprehensive and expanded background checks are completed by independent third-party investigators and include an executive summary allowing for an analysis of findings, not simply dozens of articles and documents for Board members to read. The investigative procedures are comprehensive and thorough with a focus on the public school landscape - well beyond what constituents will produce through a simple internet search. This includes on-site research of primary source documents at relevant county court houses for criminal record history. Each background search requires 7-10 working days to complete.

Two packages are offered. The Comprehensive Package includes a news and social media analysis. The news media investigation provides a better understanding of a candidate's leadership style, public relations skills and priorities. The news media investigation draws upon over 28,000 specialized publications and 900 newswires in 200 countries and includes 30 years of credible archived information. Special focus is given to publications in communities where the candidate has lived or worked. The social media review includes a review of text and images on sites such as Twitter, LinkedIn, personal blogs and industry websites. The analysis provides a summary of candidate generated activity with highlights of negative alerts.

The Basic package was designed in response to requests for a simpler cabinet or principal position background check; it does not include the news and social media analysis.

	Comprehensive	Basic
Personal Profile Summary	x	x
Social Security Trace	x	x
County Criminal Record History	x	x
Federal Criminal Record History	x	x
County Civil Record History	x	x
Department of Motor Vehicles License Information	x	x
Education (Degree) Verification	x	x
Transunion Credit Report	x	x
Investigation of all Aliases Identified within Past 7 Years	x	x
Investigation of all Jurisdictions of Residence, Education, and Employment within Past 7 Years	x	x
University and Academic Program Accreditation	x	x
National Criminal Record History	x	x
National Sex Offender Search	x	x
Executive Summary	x	x
News Media Review (5 year timeframe and up to 20 relevant articles)	x	
Social Media Review	x	

Transition Services

HYA offers optional transition services that would benefit Boards and new Superintendents during the transition period and the Superintendent's first year in the school district.

Board Governance Workshop

The Board Governance Workshop requires 3-4 hours and provides the Board the opportunity to clarify the respective roles of the Board and the Superintendent. The workshop addresses the concepts of trusteeship, governance, management, continuous improvement and systematic change. Developing and maintaining effective Board-Superintendent relations, the need for long and short range planning, consensus decision-making, and other components of successful Board service are also discussed at this workshop.

Board Goal Setting & Superintendent Evaluation

To develop and maintain effective Board-Superintendent relations and provide the Board with an opportunity to determine what it desires to have the Superintendent achieve during his/her first two years in the position, goals and the evaluation process must be codified and understood with great clarity. The evaluation process should reinforce the concept of continuous improvement, and should monitor the achievement of the Board's goals. Processes and instruments for performance evaluation will be provided.

Comprehensive First Year Support

This service includes both the Board Governance Workshop and the Board Goal Setting & Superintendent Evaluation service in addition to ongoing mentoring for the new Superintendent. The mentoring relationship will be designed with the HYA Associate and the new Superintendent with input from the Board. There is a focus on monitoring progress towards attainment of Board goals and facilitation of the Superintendent's first year evaluation.

Strategic Planning

Improving student outcomes begins with a clear and compelling vision for student success. When a new leader is appointed, a clear and concise strategic plan helps guide decisions and ensures energy is directed toward advancing the priorities of the community as directed by the Board. A disciplined strategic planning process allows school systems to engage stakeholders, build a consensus around what matters, and channel resources accordingly in order to ensure a maximum return on investments. A disciplined strategic planning process provides clarity of purpose as well as a structure to align the organization, its structures, and its policies. This service is typically a 3-6 month engagement.

Governance Dashboards

Governance dashboards help to facilitate, launch, and govern implementation of the district's strategic plan and give meaningful data for the Board to evaluate the impact and return on investment that strategic goals are having on student achievement, financial, and other system outcomes. The strategic dashboard provides a framework for the Board and Superintendent to communicate the priorities and progress of the school system to the community. This service is a continued service from year to year.

HYA looks forward to the possibility of working with the Board and assisting with the selection of a new leader. Please contact HYA at 847-318-0072 or at hya@ecragroup.com with questions or requests for additional information.

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