

January 19, 2010

Board of Education
c/o Mr. Joseph R. Stevens, President
Community Unit School District 300
300 Cleveland Avenue
Carpentersville, IL 60110

Dear Mr. Stevens and Members of the Board of Education:

This letter summarizes our understanding concerning consultant services and the time-lines for the Community Unit School District 300 superintendent search.

1. The general services to be provided by Hazard, Young, Attea & Associates, Ltd. (HYA) are as outlined in the Proposal and Description of Services provided to the Board of Education, dated December 9, 2009, and incorporated in this Agreement by reference herein.
2. Based on the data from interviews with District and community representatives and other material made available to the consultants, HYA will provide the Board with a *Leadership Profile Report*, and will draft proposed criteria based on the *Report*.
3. HYA will invite individuals employed by District 300 to apply for the position, and will review the qualifications of all internal applicants. HYA will interview all internal applicants who meet legal requirements for the position and evaluate them against the Board approved *Criteria*.
4. HYA will present internal candidates who meet the Board's desired criteria to the Board in closed session and discuss their perceived strengths relative to the position. The Board will then make a determination whether it desires to interview the candidates presented.
5. If the Board determines to employ an internal candidate, the search will be brought to a close and the District will be charged fifty percent (50%) of the fee designated in Paragraph 13 of this Letter of Understanding.
6. At the Board's request, HYA will make recommendations concerning the salary range and fringe benefits to be offered for the position.
7. If the Board determines not to employ an internal candidate, HYA will post the vacancy nationally and regionally, including Education Week (cost varies based on size of ad), the AASA Leadership News (\$495.00 per ad), and state association bulletins (no cost). The amount to be spent on advertising will be determined by the Board.
8. The national search will be conducted according to a schedule to be determined by the Board. Initial screening and consultant interviews will be conducted shortly before the consultants present a select slate of candidates on a date determined by the Board. The number of candidates to be slated will be determined by the Board with a recommendation from HYA.

9. The Board will conduct its interviews and site visit shortly thereafter. The consultants will not be present at the Board interviews but will assist the Board in its preparation for the interviews. When presenting the slate, HYA will provide interview guidelines and protocols including suggested questions to ensure informative, effective interviews.
10. Throughout the search process the consultants will be available to counsel with the Board about the search. The consultants will assist the Board until the Board determines it has found the appropriate candidate for the position.
11. At the close of the search and the appointment of the new superintendent, HYA will assist the Board in communicating with all unsuccessful candidates. HYA also will advise the Board in effecting a smooth transition of leadership, if necessary.
12. The superintendent appointed with HYA's assistance will not be presented to another board as a candidate if it would result in his/her leaving the district in less than five years unless the Board advises HYA that the superintendent may seek another position or the superintendent is no longer employed by the Board.
13. The consulting fee for this search will be \$18,500. The consultation fee is due in four equal installments: upon completion of the Planning Session, presentation of the *Leadership Profile Report*, presentation of slate of finalist candidates and the appointment of the new superintendent. HYA estimates the consultant expenses related to travel and correspondence including FedEx charges, postage and telephone to be \$1,500. Expenses, generally, are billed approximately six weeks after the search is concluded.
14. The Board will reimburse the travel expenses of candidates invited for interview by the consultants or by the Board. The cost of advertisements, including but not limited to those in Education Week and AASA Leadership News, will be the Board's expense. If a brochure is desired, the cost of its preparation shall be borne by the Board.
15. The Board is provided the option of two additional workshops described in the proposal. If the Board should desire to participate in these workshops, they will be provided for a fee of \$6,000 plus consultant travel expenses. If the Board would prefer the option of having only one of the sessions, the initial workshop will be provided for a fee of \$2,000 or the Retreat-Workshop will be provided for a fee of \$4,000.
16. All information, notes, interview sheets, lists, and other documents developed by Hazard, Young Attea & Associates, Ltd. shall remain the property of Hazard, Young, Attea & Associates, Ltd. until such time as specific information is given to the Board.

If this letter conforms to the Board's understanding, please sign and return a copy for our files. HYA looks forward to working with the Board and the staff and communities associated with Community Unit School District 300.

 HAZARD, YOUNG, ATTEA & ASSOC., Ltd.
 By: Hank Gmitro
 Chief Executive Officer

 Approved:
 Joseph R. Stevens, President
 Board of Community Unit School District 300

Dated: ____/____/____

Dated: ____/____/____