



4/27/2023

SUPERINTENDENT SEARCH PROPOSAL

HYA | HAZARD
YOUNG
ATTEA
ASSOCIATES

May 1, 2023

Dear Bloomfield Hills Schools Board of Education,

Thank you for the opportunity to share this proposal overview of the services that Hazard, Young, Attea & Associates (HYA) can provide to the Bloomfield Hills Schools 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 1,600 searches and are represented by Associates throughout the nation. HYA has assisted Boards with successful selections in searches with student enrollment ranging from less than 500 to over 640,000 students. In addition, HYA has successfully completed numerous searches in MI as well as the Midwest and averages 80 searches across the US annually.

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, smartphone, 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.

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 Board members to read.

Our proposal, which follows, gives an overview of a prototypical search, but please know that HYA customizes each search to the District's and Board's specific needs and wishes.

Sincerely,



Dr. Mike Richie, HYA Vice President
Email: mikerichie@hyasearch.com / Cell: 715-891-1816

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Hazard, Young, Attea and Associates, (HYA) proposes to assist the Bloomfield Hills Schools in a national search for talented and highly qualified candidates for the position of Superintendent of Schools. This document serves to clearly follow and outline the specific services, deliverables and costs proposed.

1) Executive Summary Overview of firm and rationale for interest in working with the Bloomfield Hills Schools.

Recruiting, developing, and retaining great leaders is essential to improving your district's student outcomes. HYA takes a collaborative, research-based approach to the superintendent search process. We match the right leader with the goals and priorities of your school system and community.

Search Process: The HYA Search process includes four phases: *Engage, Recruit, Select, and Transition*. The search begins with a planning meeting with the Board to organize the search and create a calendar for completion. The search will engage stakeholders via interviews, focus groups, and surveys to inform the development of the Bloomfield Hills Schools Leadership Profile Report. The Profile Report describes the strengths and challenges of your district as well as descriptions of desirable characteristics for your new superintendent. The profile is presented to the Board and once approved, placed on the district webpage and the HYA website. The profile becomes a recruitment and screening tool for candidates.

Recruitment and Solicitation: Recruitment begins immediately by placing the job posting and position description on the HYA, state and district websites and social media platforms. It is important to note that HYA's website lists ALL superintendent positions regardless of the firm contracted for the search. This brings tremendous traffic to the site from across the nation. Additional national advertising is also available and will be discussed at the planning meeting. Recruitment takes place throughout the search process as Associates make personal contacts with desirable candidates by utilizing the HYA network across all 50 states. HYA also maintains a strong relationship with professional associations supporting minority professionals and candidates of color. A candidate database from previous searches is also used by Associates to recruit recent job candidates.

Selection of Qualified Candidates: Materials to be included in the application are determined by the Board in the planning meeting. Board members will have access to all application materials via a confidential and secure, web based, Board Portal. Associates review all applications and screen and interview ALL candidates to determine the best fit for the Bloomfield Hills School District based on the information and criteria called for in the Leadership Profile. Once all screening interviews are completed, Associates will create a slate of (usually) 6-10 best fit candidates. The slate will be presented to the Board so they can select 6-8 candidates for first-round interviews. Candidates not chosen for the slate will also be discussed and may be added at the Board's request. The Associates will assist the Bloomfield Hills School District with arrangements for first and final round interviews, support in creating interview questions, can solicit compensation package information, and can assist with planning and hosting community forums for finalists.

Post-appointment services: The HYA associates can host a transition meeting with the Board and new hire if requested. Additional services post-hiring are also available from HYA.

Communication: Written and verbal communication is provided throughout the search process through the Board Portal. Board members will have access to the Portal 24/7 and will be able to review all of the candidates application materials. Deliverables are described in the proposal. Associates prefer to communicate with one designated board member to prevent open meeting violations. All information can be shared with the full Board following the district communication protocols. Additionally, Associates work closely with the Administrative Assistant for communication and arranging details for community sessions. The work-load for the district staff is minimal.

Challenges to a Successful Search: First and foremost, a trusting relationship between the Board and the HYA Associates is essential for a successful search. Associates are mindful of the professionalism required throughout the search and when representing the Board to the community. Additionally, the Associates are unwavering in their belief that this is the Board's search and will do everything possible to create and conduct a search according to the Board's specifications.

Our current local and national climate has brought challenges for communities, superintendents and Boards which can have an impact on searches. Differing community values and beliefs, and a growing shortage of superintendent candidates can create turmoil and impact searches. Associates are well aware of contemporary educational issues and approach each search in a collaborative and inclusive way to gain an understanding of the specific community being served. No challenge is insurmountable.

Assurance of Required Service: HYA's reputation and references speak for the quality of work provided and satisfaction of past searches. The Associates on this search have strong professional reputations and contacts throughout the Midwest and also at the national level. Experience in recent Midwest searches ensures connections with a vast network of potential applicants for this position.

2) Firm History and Experience - Summary which demonstrates understanding of services needed and experience in providing such services to other school districts.

HYA was established in 1987 and is one of the oldest and largest search firms in the nation, having assisted more than 1,600 School Boards select exceptionally talented leadership. Presently, our firm is represented by 130+ Associates located across the country to conveniently serve clients and are uniquely qualified to bring local and national perspectives, knowledge, experience, and connections to each search. The student enrollment in districts HYA has served, ranges from less than 500 to over 640,000 students and 94% of the superintendents we place stay in their position for more than three years.

HYA averages more than 80 searches per year. This large quantity of searches puts our firm at a competitive advantage as our Associates are in more frequent contact with potential applicants. Many candidates are not actively seeking employment opportunities but are known to Associates and can be recruited when an appropriate position arises.

HYA Associates bring extensive executive search experience and broad educational backgrounds to its practice. Through continuing involvement in school and university work, Associates are aware of current educational issues and have strong relationships with leaders and opinion-makers in administrative leadership and management.

HYA is committed to and proud of the diversity of candidates hired with its assistance, including individuals – both male and female – of varied racial, ethnic, cultural, and religious backgrounds. One of

our Emeritus Associates was the founder of NABSE (National Alliance of Black School Educators) and many current HYA Associates are members.

Every HYA search has executive oversight by the HYA President and a Project Manager to ensure all details are carefully managed. HYA has professionally staffed offices, a technological infrastructure, and a staff of full-time employees that is a valuable resource to school districts. We understand the specific scope of services as presented and required by the district in the RFP to ensure a successful search process. Please see references provided in question #7 and also in the appendix of this proposal for our experience in providing such services to districts of similar size and scope.

3) Project Team- Names, titles, contact information, and short project-relevant bio of key individuals who would support this process.

Dr. Mike Richie, HYA Vice President, will serve as the Lead Associate on this search. In the past 5 years, Richie has led over 20 HYA searches across the midwest and is often requested by school districts to lead their search. Please see attached letters of recommendation in the appendix of this proposal. Richie will partner with HYA associate Sarena Shives and they will be supported by Michelle Fiedler and Daneyelle Martell.

			
Dr. Mike Richie HYA Vice President mikerichie@hyasearch.com 715-891-1816	Dr. Sarena Shivers HYA Associate serenashivers@hyasearch.com 734-589-5119	Michelle Fielder Administrative Assistant michellefiedler@hyasearch.com 651-964-9214	Daneyelle Martell HYA Project Manager danevellemartell@hyasearch.com 847-744-5632

*Associates resume is included in the appendix of this proposal

Dr. Mike Richie, HYA Vice President: Mike Richie is an innovative leader who excels in thinking outside the box and is always looking for ways to provide the very best in educational leadership. He believes that strategic goals foster the momentum with which an organization's members can be self-motivated and productive.

After nearly 40 years in education, Dr. Richie has served as a teacher, coach, principal, and superintendent in small, medium, and large school districts in the state of Wisconsin. In his 25 years as a school superintendent, Dr. Richie is known by his staff and colleagues to be a visionary leader with a positive impact on and improving education. He has led his staff in raising test scores, building community and business partnerships, increasing open enrollment numbers, passing eight referendums, and drastically improving communications, public relations and social media efforts. In 2012 Dr. Richie was named Superintendent of the Year by the National Association of School Superintendents (NASS) for

his outstanding achievement as a school district superintendent, continuous improvement and commitment to collaboration and mutual support in the profession.

Dr. Richie enjoys coaching and mentoring superintendents that are new to the profession. He serves on the Executive Committee of the National Association of School Superintendents (NASS) and is an adjunct professor at Viterbo University teaching classes in leadership, school law, politics and community relations – preparing students for their principal and superintendent certifications. He has visited China twice to give numerous presentations on American Education.

These experiences make Dr. Richie an ideal Associate for coaching superintendents and assisting school systems in their executive searches.

Dr. Sarena Shivers, HYA Associate: Having spent three decades as an educator (over twenty of those years as an administrator); Sarena has served children and families as a teacher, principal, program director, assistant superintendent, and superintendent. Exemplary leadership led Dr. Shivers to be nominated in 2018 for Michigan's Superintendent of the Year. In her current position, as Deputy Executive for Michigan's Superintendent Association, Sarena guides leaders across Michigan to reach their personal and professional potential in the superintendency through robust professional learning and growth opportunities.

Sarena's journey began after getting her bachelor's degree at Morgan State University, a Historically Black College and University in Baltimore, followed by her master's at Ball State University and doctorate at Indiana University. Sarena has worked in some of the smallest, largest, poorest and most affluent school districts from Maryland, to the United Kingdom, to Indiana and currently in Michigan. All these experiences have shaped her into a reflective, compassionate, and resilient leader, working and learning shoulder to shoulder, next to some of the profession's most influential leaders. Recently, Sarena was voted nationally to serve on ASCD Board of Directors for four years.

Sarena embodies the saying, "once a teacher, always a teacher". She has a devotion for teaching and learning; creating and embracing opportunities to learn alongside her students. Although no longer in the P-12 classroom, for the last twenty years she has taught at the post-secondary level. Sarena teaches courses in cultural proficiency, leadership, assessment and evaluation and doctoral preparation. Currently, she teaches at both Madonna University and Eastern Michigan University, located in SE Michigan.

Sarena equally loves to create. On a personal level, she writes poetry and short stories. She has also had the rare opportunity to create schools. Sarena has collaborated to create several new high schools, early college programs and even a new school district. Most of these innovative learning opportunities continue to be rated amongst the top high schools in the state of Michigan.

Outside of leadership, Sarena's experiences and professional interests include equity, social justice, strategic planning, data integration, school safety, adolescent literacy, STEM, technology integration and mathematics to name a few. Coaching and mentoring leaders into new dimensions, preparing them to be successful in their various roles is what she does! Sarena's passion lies in mentoring, developing and pouring into other leaders. For the past decade she has worked with aspiring leaders at every level and stage of their professional careers in Michigan and across the Nation.

4a) Proposed Work Plan - Methods used to work with seven-member Board of Education and other key individuals within the hiring process.

SIGNATURE SEARCH PROCESS

 <p>Engage</p>	<ul style="list-style-type: none"> • Conduct a planning meeting with the Board, which will detail the timeline and steps of the search process • Complete individual Board Member interviews • Conduct focus groups to gather input from constituent groups • Post the on-line research-based community engagement survey with national norms <p><i>All information gathered in the Engage Phase will help create the District Leadership Profile Report which will identify goals, needs, and priorities of the school system to help better match a candidate's skills with the needs of the district and give valuable information to the new leader on day one of employment to set goals and priorities.</i></p>
 <p>Recruit</p>	<ul style="list-style-type: none"> • Draft a position description to use for advertising • Prepare and place advertisements as selected and authorized by the Board • Recruit candidates utilizing local and national networks • Correspond with candidates regarding the search process and timeline • Screen ALL candidates using the Leadership Profile Report and Desired Characteristics • Conduct initial reference checks • Identify best qualified candidates • Prepare selected slate of candidates for Board consideration (number of candidates to be determined by the Board)
 <p>Select</p>	<ul style="list-style-type: none"> • Present slate of candidates to the Board • Conduct informal background checks with social media searches and reference checks • Co-coordinate interviews for the Board with selected semi-finalists • Co-coordinate the "Day in the District" for finalists • Provide QR codes and feedback forms for the community to provide input for finalists • Facilitate Board discussion to narrow the candidate pool after each round of interviews (<i>The Board's decision to hire/not hire a candidate is at the sole discretion of the Board</i>) • Coordinate and provide third-party, independent investigative background check(s) of candidates as selected by the Board
 <p>Transition</p>	<ul style="list-style-type: none"> • Communicate with all unsuccessful candidates at the close of the search • Hold a debriefing meeting with the new Superintendent and Board regarding information learned throughout the search process • Offer other transition services to be considered by the Board and if desired, paid for by the Board <ul style="list-style-type: none"> ○ These services include Executive Coaching, Board Governance Training, Superintendent Evaluation and Strategic Planning

Community Engagement:

HYA will weigh heavily on community engagement to understand the organization. Individual interviews and focus groups are scheduled in order to learn about the strengths and challenges of the district as well as the desired characteristics of the new superintendent. Our key stakeholder groups will include but are not limited to: high school students, parents, certified staff, support staff, administrators, School Board Members, business partners, other businesses, civic groups, district residents, booster clubs, PTO's, and any other individual, groups or organizations that the Bloomfield Hills School Board identifies and wishes to include. These sessions will be both in person and by Zoom, which will allow for maximum participation. Concurrently, a research based, on-line survey solicits input from six disaggregate groups as determined by the Board. Data from the interviews and the survey inform the creation of the District Leadership Profile Report, which becomes a public document once accepted by the Board. This report includes essential information the Board will use in the selection process and the new leader can use day one of employment.

Board Portal:

Communication and organization are critical to successful searches. HYA uses web-based delivery systems that give our clients anytime, anywhere access to all documents regarding the search. Whether through a tablet, smart phone, laptop or desktop computer, the Board and search Associates have access to all information associated with the search in an organized and confidential, password protected Board Portal. Items are organized by the search phase under the following six tabs. Example items included are listed below:

Home	Propose	Engage
<ul style="list-style-type: none"> · Search Team Members · Board Updates · Zoom Links · Board Planning Summary · Summary Notes · Search Timeline 	<ul style="list-style-type: none"> · RFP · Proposal · Presentation · Signed Letter of Agreement 	<ul style="list-style-type: none"> · Summary Survey · Open Ended Survey Questions · District Leadership Profile Report · Profile Report Presentation · Focus Group Schedule
Recruit	Select	Transition Services Available
<ul style="list-style-type: none"> · Job Postings · All Candidate Application Materials and Resume / CV · Slate Presentation 	<ul style="list-style-type: none"> · Interview Schedule · Day in the District Schedule · Tier 1 -2 -3 Document · Interview Questions · Google Forms (Day in the District Feedback) · Feedback Responses Document · Candidate Presentations · Delphi Technique · Screening Tool · Interview Rubrics 	<ul style="list-style-type: none"> · Comprehensive First Year Support · Executive Coaching · Board Governance · Board Goal Setting · Superintendent Evaluation · Strategic Planning · Community Engagement

Advertising:

During our Board planning meeting, we will discuss where the Board would like to advertise. Keep in mind all HYA searches are advertised on the HYA Active Searches webpage and social media accounts - Facebook, LinkedIn, Instagram and Twitter. The HYA Active Searches webpage averages 25,000 views per month and is a clickable list that leads its viewers to a separate page fully dedicated to your search.

We will always recommend advertising within your state. Most state associations provide advertising opportunities for administrative positions. In addition, you may choose to advertise in bordering state associations as well. For a full national search you may want to consider advertising in the following: AASA (American Association of School Administrators), Ed Week, ASCD (Association for Supervision and Curriculum Development), ALAS (Association of Latino Administrators and Superintendents) and NABSE (National Alliance of Black School Educators).



Scan QR code above for all superintendent job openings.

Use of District Staff:

Staff involvement would not be expected to be extensive beyond providing contact information and scheduling interviews and focus groups for identified constituents, identifying facilities to be used during the process, placing the link on the district website for surveying stakeholders, inviting public participation, scheduling and notifying stakeholder groups of the online survey, and acting as a liaison during the search process. The search team communicates regularly with the district's Administrative Assistant in the superintendent's office. If the district has a communications person, they are also an asset during the search process.

Confidentiality:

HYA is committed to ensuring the confidentiality that is crucial for building and maintaining trust, protecting privacy, and ensuring the integrity of sensitive information for the duration of the search process. Applicant information remains confidential until five (5) or fewer candidates are named as finalists. At that time, the finalist names become public and HYA Associates will assist the Board with final interviews. Information on all candidates is available to the Board throughout the search process through the password protected Board Portal.

Guarantee of Performance:

Fixed Price

Throughout the search process the Associates 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.

Price Match

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

Client-Satisfaction

If the superintendent departs from the position during the first year under any circumstances professional or personal, or within two (2) years, if the majority of the Board is still in place and departure is due to dissatisfaction and not personal or familial reasons, HYA will recruit new candidates for the Board at no additional cost with the exception of travel, advertising and due diligence expenses. A full 94% of all superintendents we have placed in the last ten years have completed at least the full term of their first contract (usually three years).

Insurance:

Arbitration & Litigation

Hazard, Young, Attea & Associates is not currently, nor ever has been, involved in litigation or arbitration with any of its clients in our 30+ years in business. There have been a few instances in which the search ended prior to a new superintendent being hired. In these situations, the search process was completed and a finalist was chosen, but prior to the signing of the contract, either the finalist chose not to take the position, or the Board chose not to hire them. In a couple of cases, the Board chose to end the search for non-search related reasons.

Subcontracting:

HYA does not use subcontractors aside from an independent, third-party investigative firm to conduct due diligence background checks. The company, Baker-Eubanks, LLC, is a minority owned firm based in Durham, North Carolina.

Bankruptcy:

Hazard, Young, Attea & Associates has never filed for reorganization or bankruptcy.

4b) Proposed Timeline

HYA has provided two timelines in this proposal. This proposed timeline is tentative and may be adjusted to meet the Board's unique needs. Timeline #1 has the superintendent starting date of August 15, 2023 and timeline #2 has the starting date of July 1, 2024. For timeline #2 We would place an interim in the district for the 2023-24 school year.

TENTATIVE TIMELINE #1	ACTIVITY
After search firm is hired/contract signed	The HYA Team will meet with the Bloomfield Hills District School Board to plan the search and determine the process, finalize timeline, etc.
Mid-May through Mid-June, 2023	Post position on HYA site and other sources & Network with other HYA Associates National and regional advertising and marketing Accepting applications and recruiting
Mid-May, 2023	Individual interviews with Board members (phone)
Mid to late May, 2023	Stakeholder interviews/focus groups/forums
Ongoing as HYA receives applications	HYA screening interviews/vetting
Mid-May, 2023	Open HYA digital survey to all stakeholders
Late May, 2023	Close HYA digital survey
Early June, 2023	Presentation of <i>District Leadership Profile Report</i>
Mid-June, 2023	Presentation of slate to Board and interview workshop
Late-June, 2023	Board first round interviews Board meets to identify semi-finalists
Early July, 2023	Finalists Day in the District
Late July, 2023	Board conducts final interview(s)
Late July, 2023	HYA third-party background check
Early August, 2023	Superintendent's hiring approved and announced
August 15, 2023	Superintendent contract formally begins

TENTATIVE TIMELINE #2	ACTIVITY
After search firm is hired/contract signed	The HYA Team will meet with the Bloomfield Hills District School Board to plan the search and determine the process, finalize timeline, etc.
July, 2023	Individual interviews with Board Members (phone)
September, 2023	Stakeholder interviews/focus groups/forums
September 18 through October 31, 2023	Post Position on HYA website and other sources Accepting applications and recruiting Network with other HYA Associates Advertising and marketing
Ongoing as HYA receives applications	HYA screening interviews/vetting
Mid-September, 2023	Open HYA digital survey to all stakeholders
End of September, 2023	Close HYA digital survey
Early October, 2023	Presentation of District Leadership Profile Report
Early November, 2023	Presentation of slate to Board and interview workshop
Mid November, 2023	Board first round interviews / Board meets to identify semi-finalists
End of November, 2023	Finalists Day in the District
Early December, 2023	Board conducts final interview(s) and HYA third party background check
By the end of December, 2023	Superintendent's hiring approved and announced
July 1, 2024	Superintendent contract formally begins

5) Estimate of Cost - Break down of anticipated costs by category, such as fees, travel, supplies, etc. Maximum price that will not be exceeded to complete a search based on the firm's offered services, as well as the payment terms.

Bloomfield Hills School District Superintendent Search Price Proposal - Maximum Total Search Cost	
HYA Search Fee:	\$18,500 (this fee includes the HYA Survey)
Travel: Utilizing Zoom for portions of the search will reduce travel costs.	\$1,500 to \$3,500 (not to exceed)
Optional Services Available if Selected by Board	
Additional Days: Our base fee includes up to four individual Associate consulting days. Most searches are completed utilizing four days. However, in some cases the Board requests more days in the District (examples: additional focus groups, additional interviews, additional meetings, attend interviews, coaching, and/or mentoring).	\$2,500 per additional day. This fee includes all costs for Associates travel.
Advertising: The Board determines what type of advertising they want. HYA has designed extended advertising packages to maximize exposure for the vacancy. The Board will choose the package that best suits their needs. Advertising on the HYA website, National Association of School Superintendents (NASS) website and social media pages are included in the base fee.	State of Michigan Advertising (\$ 0 to \$500) National Advertising (\$2,150 to \$4,000)
Comprehensive Third Party Background Check: Background checks/Executive Due Diligence Services, are typically conducted on the lone finalist, as selected by the Board. The comprehensive cost from a third-party professional firm (per candidate) includes the following: <i>Personal Profile Summary</i> <i>Social Security Trace</i> <i>County Criminal Record History</i> <i>Federal Criminal Record History</i> <i>County Civil Record History</i> <i>Department of Motor Vehicles License Information</i> <i>Education (Degree) Verification</i> <i>Credit Report</i> <i>Investigation of all Aliases Identified within Past Seven Years</i> <i>Investigation of all Jurisdictions of Residence, Education, and Employment within Past Seven Years</i> <i>University and Academic Program Accreditation</i> <i>National Criminal Record History</i> <i>National Sex Offender Search</i> <i>News Media Review</i> <i>Social Media Review</i>	\$1,100 to \$1,950
Fee is due in two installments: <ul style="list-style-type: none"> • 50% will be invoiced upon execution of the contract/agreement • 50% will be invoiced upon presentation of the slate 	

6) Sample contract - Closest possible approximation of a contract with your firm. If not outlined within the contract, include as supplement: methods of assessing and ensuring client satisfaction (during/post-process and in the event of an unsuccessful search), any guarantee periods, and the confidentiality process afforded to the client and participating candidates.

LETTER OF AGREEMENT

HYA Signature Search

Purpose

The purpose of this Letter of Agreement (the “Agreement”) is to document the working arrangement between Hazard, Young, Attea & Associates (“HYA”), and Bloomfield Hills School District (the “District”) and its Board of Education (the “Board”) to support the Board in its effort to recruit and employ talented leadership. All schedules hereto are an integral part of this agreement and are deemed incorporated by reference herein.

Section I: HYA Responsibilities

HYA shall provide the following services and deliverables:

Engage Phase:

- A. Conduct a planning meeting with the Board and provide a summary of said meeting which will detail the timeline and steps of the search process and decisions made by the Board;
- B. Coordinate the survey of community constituents electronically and provide a report of findings. The *HYA Community and Leadership Profile Survey* is a research-based instrument that is specifically designed for the search process and has a specific analysis, scoring logic and reporting framework. The *HYA State of the District Survey* offers more questions and provides an in-depth picture of the quality of programming, priorities for the Superintendent in the next 3-5 years, and Equity. This survey also collects data on the race of the respondent. Customization of up to 10 forced choice questions and 4 open-ended questions is available for both survey options as selected and paid for by the Board. The surveys are provided in English and Spanish. Additional world languages are available. Administering the survey in paper format is not supported; paper administration can be quoted but note it will change the timeline for delivery of the leadership profile report. Should the Board elect to have open-ended questions, the comments will be provided verbatim and under separate cover; the Board should consult their attorneys before disseminating open-ended comments as they may contain student or personnel information. HYA assumes no responsibility for the release of open-ended comments. Fees for Survey Services are attached to this Letter of Agreement.
- C. Provide 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 Board, e.g. if two consultants are present for a full day, that counts as two days.
- D. Prepare and present a *Leadership Profile Report* to the Board, 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:

- E. Coordinate and place advertisements as selected and paid for by the Board;
- F. Recruit and contact candidates utilizing state and national networks;
- G. Correspond with candidates regarding the search process, timeline, *Leadership Profile* and desired characteristics;
- H. Interview candidates;
- I. Conduct reference checks;
- J. Identify best qualified candidates;
- K. Prepare application materials of selected slate of candidates for the Board consideration;

Select Phase:

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

Transition Phase:

- Q. Communicate with all unsuccessful candidates at the close of the search and the appointment of the new Superintendent;
- R. Hold a transition meeting with the new Superintendent (after employed) regarding information learned throughout the search and next steps in the transition process;
- S. Offer other transitional services to be considered by the Board and if desired, paid for by the Board.

Section II: Board and District Responsibilities

To effectuate the search and selection of a successor superintendent, the Board has the following responsibilities:

- A. The Board will approve the search process at the planning meeting;
- B. The Board will select survey enhancements, advertising and executive due diligence services to be paid for by the Board;
- C. The Board accepts full responsibility for using the information it receives from the executive due diligence services (background check) in a legally acceptable fashion and to comply with all federal, state and local laws regarding the use of background checks and the consequences of use.
- D. The Board will conduct interviews (and site visits, if desired) of finalists shortly after a slate is presented. The HYA Associates will not be present at the Board interviews or site visit but will assist the Board in the scheduling of the interviews and preparation. The HYA Associates will be available by phone during the scheduled interviews.
- E. The Board will have its attorney approve the job posting, the Board's process for interviewing candidates, and the requirements for transparency of finalist(s) to comply with open meeting laws and public employment laws in their state.
- F. The Board will decide whether to reimburse candidates for expenses and will reimburse candidates directly.
- G. The Board will write and execute the employment contract with the selected superintendent, with the assistance of its attorney. The HYA Associates will support the Board and its attorney, if requested.
- H. The Board will communicate with local media regarding the search process and appointment of a superintendent with its community relations/public relations designee. The HYA Associates will support the Board and its designee, if requested.

Section III: Guarantees

- A. Throughout the search process the HYA Associates will be available to counsel with the Board about the search. The HYA Associates will assist the Board until the Board determines it has found the appropriate candidate for the position.
- B. The Superintendent appointed with HYA's assistance will not be presented to another Board as a candidate if it would result in the Superintendent leaving the District within five (5) years of employment unless the Board provides written authorization to HYA that they may do so.
- C. If the Superintendent departs from the position during the first year under any circumstances or within two (2) years if a majority of the Board by vote is still in place and departure is due to Board dissatisfaction and not personal or familial reasons, HYA will recruit new candidates for the Board at no additional cost barring travel, advertising and due diligence expenses. This applies to HYA slated candidates.

- D. Should the Board choose to end the search before a superintendent is selected, the Board is responsible for the search fee, advertisement, background checks and all expenses incurred prior to their decision based on the fee and payment schedule outlined herein.

Section IV: Fees and Payment Schedule

In consideration for Services, the District will pay to Hazard, Young, Attea & Associates for:

- A. Consulting Fee for the search in the amount of \$18,500 (fee includes HYA survey).
This fee is due in two installments:
 - 50% will be invoiced upon contract signing and completion of the Planning Meeting
 - 50% will be invoiced after the slate is presented
- B. Additional on-site consulting days billed at \$2,500/day as selected and paid for by the Board.
- C. Advertisement pursuant to the Advertising Services Schedule attached to this agreement as selected and paid for by the Board.
- D. Background checks pursuant to the Executive Due Diligence Services Schedule attached to this agreement as selected and paid for by the Board.
- E. Survey services, customization and world languages, pursuant to the Survey Services Schedule attached to this agreement as selected and paid for by the Board.
- F. Materials, Printing and Postage; If the Board requests hard copies of the materials, the district will be invoiced to cover the costs of printing, binding and shipping materials.
- G. Recruitment for other positions; if the Board employs an HYA recruited candidate within one year of the close of the superintendent search, in addition to the position of Superintendent, 10% of the base salary will be due to HYA for the recruitment of said candidate.

Section V: Reimbursement Costs

- A. Travel expenses for consultants to meet with the Board and/or conduct interviews will be borne by the Board. Estimated travel expenses for consultants will range from \$1,000 to \$2,500 (not to exceed). Expenses are billed after the presentation of the *Leadership Profile Report*, after the slate is presented, and at conclusion of the search. Mileage reimbursement is based on current IRS guidelines.
- B. If the Board approves and pays travel expenses of candidates, this will be submitted by the candidate directly to the District.

Section VI: Additional Services

- A. If and when selected, the workshop(s) costs will be added pursuant to the Transition Services Schedule of this agreement. (The Interview Workshop is included in the consulting fee for the search.)
- B. If the Board wishes to secure additional services beyond those described in this agreement or to design customized workshops and services, these services can be discussed and defined with the consultants and added to the contract as an addendum.

Section VII: Business Relationship

- A. The District and HYA agree that HYA does not have the status of employee, shall not be entitled to any employee fringe benefits, and shall function as an independent contractor.
- B. The District agrees that any and all Intellectual Property and technology designed, made or conceived by HYA (solely or jointly with others) arising from HYA's work for the District, is the sole property of HYA, without royalty or other consideration to the District.
- C. All information, notes, interview sheets, lists, and other documents developed by HYA consultants shall remain the property of HYA.
- D. The District and the Board understands that it is unlawful for it to either disclose to any person outside of the District's employment or make any unauthorized use of HYA trade secrets or confidential information unless it can be shown that such information has become public knowledge through no act of the District or Board.
- E. The Board's decision to hire or not hire a particular candidate is at the sole discretion of the Board; and the Board takes responsibility for that decision.

Section VIII: Term and Termination

This Agreement shall become effective on the date the Agreement is signed by the District and will continue in effect until the search is completed and mutually terminated by both parties.

Hazard, Young, Attea & Associates:

Bloomfield Hills School District:

Signature

Signature

Date:

Date:

7) References - Names, titles, and contact information of officials at three school districts (ideally of similar size) that have used your firm's services to secure a superintendent in the last three years.

District Name	Reference Name	Phone	Email
Littleton, CO (2022) District Enrollment 15,000	Robert Reichardt Board President	303-803-4412	robertreichardtboe@lps.k12.co.us
Fond du Lac, WI (2021) District Enrollment 6,830	Dr. Susan Jones Board President	920-979-1364	jones@sb.fonddulac.k12.wi.us
Verona, WI (2021) District Enrollment 5,932	Meredith Christensen Board President	847-724-8465	christem@verona.k12.wi.us
South Sioux City, NE (2022) District Enrollment 4,000	Chris Krueger Board Vice President	712-223-0698	chris.krueger@ssccards.org

**Please see Appendix for complete list of all HYA searches as well as searches completed by Dr. Richie specifically. Feel free to contact any references from searches led by Dr. Richie.*

8) Acknowledgement of potential second round of assessment - Acknowledge firm's willingness to participate in an onsite with the Board of Education, if requested.

The Board will have access to all candidate materials via a confidential Board Portal. Candidates not chosen for the slate will also be discussed and may be added at the Board's request. HYA will assist the Board until they have found the appropriate candidate for the position. If there is a need to slate additional candidates these search activities will be provided at no extra cost. HYA Associates assist the Board with the entire search process including all rounds of interviews and will be present for interviews if requested by the Board. Associates will assist the Board in developing a list of interview questions specific to the Bloomfield Hills School District. They will also provide a screening tool to help narrow the applicant pool throughout all interview rounds and ultimately select the final candidate.

9) Additional information - Should you feel that additional information would be helpful to best evaluate your firm's offerings, please add such information under this heading.

Creation of a Diverse Candidate Pool

HYA Associates always work to provide a slate of candidates that is representative of the student demographic in the school district. Associates will recruit candidates that specifically match attributes and desired characteristics identified in the District Leadership Profile Report.

Proven History and Local Experience

Dr. Richie has a reputation of success not only in the Midwest, but also across the Nation. Richie has led over 20 searches for HYA in the past 5 years and all superintendents placed by him continue to serve the districts in which they were hired. According to market research, HYA completes the highest number of searches per year and has the lowest superintendent turnover rates of any of our competitors. Our recruiting process is structured to take the time needed to find the right candidate. If for some reason the candidate pool does not yield the right match for your district, we will continue to recruit and

provide another slate for the Board's consideration. Approximately 75% of candidates selected for superintendencies were specifically recruited for that district and may not have considered the position without our contact and communication.

APPENDIX

The APPENDIX pages of this proposal include the following documents:

1. Resume - Dr. Mike Richie
2. Resume - Dr. Sarena Shivers
3. Reference Letter - Lincoln Public Schools, NE (Search)
4. Reference Letter - Iowa School Board Association (Search)
5. Reference Letter - Littleton Public Schools, CO (Search)
6. Reference Letter - Whitewater Unified School District, WI (Search)
7. Reference Letter - Fond du Lac School District, WI (Search)Wa
8. HYA Customer Satisfaction Article
9. Organization Flow Chart
10. Select HYA Superintendent Search History (2017-2022)
11. Richie Led Search History
12. Interview Questions
13. Certificate of Liability Insurance



MIKE RICHIE, ED.D.

HAZARD, YOUNG, ATTEA & ASSOCIATES
VICE PRESIDENT



mikerichie@hyasearch.com



@mikerichie130



<https://hyasearch.com/>



715-891-1816

EDUCATION

- 2006 – Ed.D. Edgewood College, Madison, WI
- 2000 – Specialist Certification in Educational Administration, UW Superior, Superior, WI
- 1990 – M.S. Educational Administration, UW Superior, Superior, WI
- 1986 – Certification in Elementary Education, UW River Falls, River Falls, WI
- 1984 – B.S. in Physical Education, UW La Crosse, La Crosse, WI

AWARDS

- 2018
WASDA Superintendent 20 Year Service Award
- 2012
National Association of School Superintendents, National Superintendent of the Year
- 2012
The Collaborative Leadership Network, Collaborator of the Year, Rivers as Bridges
- 2010
YMCA Wisconsin Key Leader Award
- 2010
National Association of School Superintendents Featured Member
- 1994
WI Reading Association Outstanding Administrator Award

PROFESSIONAL EXPERIENCE

2018–Present

Educational Consultant Hazard, Young, Attea & Associates

2015–Present

Adjunct Professor Viterbo University, La Crosse, WI

2013–2017 & 2022–Present

Executive Committee–National Association of School Superintendents

K–12 PROFESSIONAL EXPERIENCE

2019 – 2023

Interim Superintendent Tomorrow River School District | Amherst, WI

2004 –2018 (Retired)

Superintendent Northland Pines School District | Eagle River, WI

2003 –2004

Superintendent Howard–Suamico School District | Green Bay, WI

2001 –2003

Superintendent New London School District | New London, WI

1995 –2001

Superintendent/Principal Hurley School District | Hurley, WI

1992 –1995

Elementary Principal Bonduel School District | Bonduel, WI

1990–1992

Elementary Principal New Richmond School District | New Richmond, WI

1984–1990

Teacher Rice Lake School District | Rice Lake, WI

RELATED LEADERSHIP ACTIVITIES

- Presenter – China/American PK–12 Education: Shanghai, Beijing, Chengdu, Yangzhou, Langfang, Wuhan, Wuxi China 2015 & 2017
- Presenter – WASB State Convention: Pay for Performance Pay Scale
- Presenter – WASB State Convention: Using a 360 Leadership Performance Review Tool
- Presenter – WASB State Convention: Strategies for Passing Referendums
- National Association of School Superintendents – Member 2011–Present
- WASDA – Administrative Salaries and Fringe Benefit Committee 2011–2017
- Published Monthly Superintendent's Message for the National Association of School Superintendents 2012
- Wisconsin Association of School District's Administrators Member 1998–Present
- Association of School Administrators – Member 1998–Present
- District Administrators Leadership Institute Invitee and Member 2014–2019
- National Association of School Superintendents Hall of Fame Member 2022

Dr. Sarena M. Shivers

8431 Jack Pine Court, Ypsilanti, Michigan 48197

Tel/ 734-589-5119

e-mail/ shiverssm@gmail.com

*"...You are always so eloquent,
and a voice of reason in situations
that could be emotionally
charged..."*

H. Hotchkiss

Parent of former student

*"Vision without Action is simply
a dream, Action without Vision is
merely passing time, but VISION
with ACTION can change the
world."*

-Unknown

*"...Talk about two great
accomplishments: educating and
bringing together our
community..."*

S. Goldin

Former Board Member

Education

Ed.D. Educational Leadership and Policy Studies

Indiana University, Bloomington, Indiana; August 2003

M.A.E. School Administration

Ball State University, Muncie, Indiana; May 1998

B.S. Education Studies

SOE / Morgan State University, Baltimore, Maryland; May 1992

Executive Leadership Preparation

- School Central Office, Administration Licensure, Michigan (2019)
- Harvard University Women in Leadership Institute, Massachusetts (2018)
- Superintendent State Licensure, Indiana (2003)
- Michigan Leadership Institute SUPES Academy (2007)

Leadership Employment in Education

- **Deputy Exec Director of Professional Learning**, 07/2020 to Present
Michigan Association of Superintendents and Administrators
- **School Superintendent**, 08/2015 to 07/2020
Redford Union School District, Redford, Michigan
- **Interim Director of Transportation**, 11/2014 to 2015
Washtenaw Intermediate School District, Ann Arbor, Michigan
- **Asst. Superintendent of Student Achievement**, 7/2010 to 2015
Washtenaw Intermediate School District, Ann Arbor, Michigan
- **Director, Curriculum Instruction and Assessment**, 7/2007 to 7/2010
Southfield Public Schools, Southfield, Michigan
- **Instructional Projects Coordinator**, 11/2006 to 7/2007
Washtenaw Intermediate School District, Ann Arbor, Michigan
- **Director, Honey Creek Community School**, 7/2004 to 11/2006
Authorizer Washtenaw Intermediate School District, Ann Arbor, Michigan
- **Principal, New Augusta Public Academy South**, 7/2001 to 8/2004
MSD Pike Township School District, Indianapolis, Indiana
- **Assistant Principal, Chapelwood and Maplewood**, 7/1998 to 7/2001
MSD Wayne Township School District, Indianapolis, Indiana
- **Classroom Teacher**, 9/1992-5/1998

Related Professional Experiences

"Sarena, you are a talented, ambitious, educational leader...."

J. Sweet
Former Supervisor

"If a child can't learn the way we teach, maybe we should teach the

WAY they learn."

- Ignacio Estrada

"Education, as a whole, needs more people like you. Keep doing what you do!"

Lorna and Marcus

Parents of former student

- **Executive Consultant**

- 9/2022-Current**

- Leading for Equity: Understanding Diversity and Social Justice in the Governance Role Workshop*

- Providing school boards of education consulting and support to understand diversity, equity, social justice and inclusion as part of their governing and policy development role.

- 9/2021-Current**

- Sitelogiq/Schooliq <https://theschooliq.com/#about-us>*

- Providing consulting and support to local district leaders in the areas DEI, design/tech/instruction (sitelogiq) and strategic planning, leadership development, executive coaching and cohort development (schoollogiq)

- 8/2021-Current**

- AASA/National Superintendent's Association*

- Providing consulting and support to directly to school leaders and leadership teams to redesign and realign their school districts with with specific emphasis on equity, whole learner and high quality instruction.

- 7/2021-Current**

- Institute for Education Innovation*

- www.instituteforeducationinnovation.com/iei-lead

- Lead instructor for IIE's national aspiring superintendent's academy

- 1/2020-Current**

- Huling and Associates <https://www.hulingsandassociates.com/sarena-bio>*

- Providing senior executive leadership, coaching and mentorship.

- **Adjunct Professorships and Trainer/Facilitator**

- 1/2020 to Present

- Eastern Michigan University, Ypsilanti, Michigan*

- Lecturer/Instructor in the department of education for graduate programs.

- 1/2019 to Present

- Madonna University, Livonia, Michigan*

- Associate Professor in the department of education for graduate doctoral cohorts.

- 8/2005 to 2015

- Eastern Michigan University, Ypsilanti, Michigan*

- Successfully instructing over 500 undergraduate and post-graduates students enrolled in Teacher Education Certification Program course in the area of sound assessment and evaluation practices.

Spring 2009

Concordia University, Ann Arbor, Michigan

Successfully instructing a cohort of graduate education administration students in an Introduction to Administration Course

Fall 2003

Butler University, Indianapolis, Indiana

Successfully taught College Workshop Seminar for graduate education students in the area of cultural relevant teaching.

- **Restorative Practices Facilitator**, 4/2015 to Current
Restorative Process Facilitator, IIRP
Trained to lead Restorative Conferences, Circles and Family Group Conferences/Family Group Decision Making.
- **National Trainer**, 10/2014 to Current
ALICE Active Shooter Trainer, ALICE Institute
Serving as national trainer, locally trained over 3,000 school personnel
- **Accreditation External Site Team/Assoc. Lead**, 3/2014 to 3/2016
National Advanc-Ed Accreditation Association
Serving as an external site evaluator for schools/districts seeking accreditation or re-accreditation
- **National Facilitator**, 7/2010 to 2013
The College Board, Duluth GA
Served as a national facilitator for The College Board in their College Readiness/Excellerator division focusing on K-12 transitions through a multi-faceted, multi-layered diagnostic process

Skillset and Expertise

- Superintendent Preparation and Coaching
- Social Justice, Equity, and Inclusion Training Facilitator
- Leadership Development, Executive Coaching and Mentorship
- Secondary and Middle/Early College Developer
- Research, Assessment and Evaluation
- Instructional Technology and Technology Integration
- Safety and Security Prevention and Preparation

Professional Memberships

American Association of School Administrators (AASA)
Michigan Association of School Administrators (MASA)
Association of Supervision and Curriculum Development (ASCD)
Michigan Association of Computer Users in Learning (MACUL)
Michigan Association of Secondary School Principals (MASSP)
National Alliance of Black School Educators (NABSE)
National Association of Elementary School Principals (NAESP)
National Association of Secondary School Principals (NASSP)
National Council of Educating Black Children (NCEBC)
Phi Delta Kappa (PDK)

National Institutes and Councils

- **The Futures Institute, December 2018-Present**
- **National Superintendent's Leadership Council, 2017-Present**
- **HWC Executive Leadership Institute-2016 to Present**

Boards, Community Volunteerism and Affiliations

Current

- **Board Chair, Valor Military Academy**
- **Board Member, REL Midwest**
- **Board Member, Region 8 Comprehensive Center**
- **Board Member, National ASCD Governing Board (elected official)**
- **Mentor, Women of Tomorrow, King HS, Detroit, MI**
- **Member Alpha Kappa Alpha Sorority, Incorporated**
- **Co-Chair, Sorrells Young Women Youth Group, SE Michigan**

Former

- **Board Member Redford Youth and Family Commission**
- **Board Secretary Henry Ford Academy Charter School**
- **Co-leader/Education Sub-group, Washtenaw County Cyber Citizen Coalition**
- **Charter Member/Generations Committee Chair, Ann Arbor Rotary West**
- **Representative, Region 8 MAISA Instructional Leadership Committee**
- **Member National African American Parent Involvement Day Planning Committee**
- **Member Washtenaw County Juvenile Detention Center Policy Committee**
- **Member Washtenaw County Court Disproportionate Reduction Project Committee**

Awards and Recognitions

- **She Who Leads Michigan Honoree-2021**
- **Crain's Notable Women in Educational Leadership-2019**
- **Redford Community Foundation Service Award-2018**
- **SL Roberson Community Leadership Award-2014**
- **Southfield Partnership Council Recognition -2007, 2008, 2009**
- **Lilly Endowment/Teacher-Administrator Creativity-2004**
- **Pike Education Foundation/ Math In Your Feet-2004**
- **Morgan State University/ Distinguished Alumni Fellow-2003**
- **Indianapolis Star News/ Overachiever Award-2003**
- **MSD of Pike Township Honor Roll 2001, 2002, 2003**
- **Mayor Bart Peterson / Character Counts Award-1999**

Extensive List of References and Recommendations Upon Request

March 8, 2022

SUBJECT: HAZARD YOUNG ATTEA & ASSOCIATES

To whom it may concern:

I am pleased to recommend Hazard Young Attea & Associates to do your next Superintendent Search. As President of the Lincoln Board of Education, I can honestly say that our search produced a very strong Superintendent for our district.

The process that HYA uses to find the best candidates was very organized. The search team conducted in-person interviews with many stakeholder groups in our district, producing a superintendent profile that we were very happy with.

The slate of candidates and easy access to all applications helped our board feel like they were a part of the process. The members of the search team were always available for calls and were very timely with responding to emails. The communication between the board and HYA was excellent.

Once again, I would highly recommend HYA to do your next Superintendent search.

Sincerely,



Connie Duncan
Lincoln Public Schools Board of Education
District 2



Iowa Association of School Boards

6000 Grand Ave., Ste. A

Des Moines, IA 50312

direct (515) 288-1991

fax (515) 243-4992

March 2, 2023

To Whom It May Concern:

The Board of Directors for the Iowa Association of School Boards recently completed a search for an Executive Director with the assistance of HYA. We worked with Dr. Mike Richie and Todd Strom and we are very pleased with their service.

Our work with Mike and Todd spanned three months. For the duration of the search they were very responsive and professional. They also helped us find ways to make our search more economical, such as limiting our advertising budget. We chose to hold the initial interview round through Zoom and they were diligent in helping that process run smoothly.

One of the most helpful tools in the search was the HYA Board Portal. The Portal was always up-to-date and allowed our board members to have all the information they needed to learn about the candidates. In addition to using the portal, Mike and Todd were always available to answer emails and phone calls. We appreciate them making us feel important and like we were their top priority client.

As we chose our final candidates and then our new Executive Director, Mike was ever ready to help guide the process. We found his insights to be thoughtful and productive. Mike's network reaches far and he had many ways to learn background information about our final candidates.

Mike, Todd, and the HYA team helped IASB find great candidates. We know their professional service found the best person to serve as our next Executive Director. Thank you, HYA!

Sincerely,

Elizabeth Brennan, President

Jim Green, Past President

IASB Board of Directors



EDUCATION SERVICES CENTER

📍 5776 S. Crocker Street | Littleton, CO 80120
📞 303.347.3300
🌐 LittletonPublicSchools.net
🔗 TinyURL.com/LPSNews

📘 LPSK12 🐦 @LPSK12 📷 @LPS.K12

February 2023

To Whom It May Concern:

I am pleased and honored to recommend Mike Richie and Hazard, Young, Attea, & Associates for your Superintendent search. Our Board of Education selected HYA after interviewing a number of search firms and we were not disappointed. The role of hiring a new superintendent can be daunting, yet sacred, and Mike was with us every step of the way.

HYA's process from beginning to end was thorough, thoughtful, and transparent. Beginning with their RFP, it was clear that Mike would lead a strong search. His attention to detail was unmatched. We were provided with all of the information we needed in order to determine what our community was looking for in a superintendent and to then put that information into action to recruit the most highly qualified candidates.

Mike was available and responsive throughout all steps of the process. Our search was truly nationwide and Mike and his team came through and provided us with a diverse pool of candidates that each fit the needs of our unique community. We are now at the end of our search and are beyond pleased with the final result. Mike continues to support us as we begin the transition phase.

I have no reservations in wholeheartedly recommending Mike Richie and HYA. If you have any additional questions, I would be happy to visit with you. I can be reached at achristensenboe@lps.k12.co.us or 720-341-2197. Best of luck as you begin your search.

Angela Christensen
Board of Education
Littleton Public Schools



"Every Student, Every Day, in a Unified Way."

419 South Elizabeth Street • Whitewater, Wisconsin 53190 • 262-472-8700 • Fax 262-472-8710 • www.wwusd.org

November 16, 2020

To Whom It May Concern,

The Whitewater Unified School District chose Hazard, Young, Attea and Associates to assist us in our search for a new District Administrator. We chose Hazard, Young, Attea and Associates because of their professional presentation to our school board. It was evident in our interview that Dr. Pat Neudecker and Dr. Mike Ritchie were informed about the needs of our District as well as the candidates who were available.

We began the process as a normal search but quickly had to switch to a virtual process. Virtual interviews and community forums were organized by Dr. Neudecker and Dr. Ritchie and left the board with the feeling that we conducted a thorough search under trying circumstances.

From the initial candidate screenings to the final background checks, the search was conducted efficiently and transparently. Without reservation I recommend Hazard, Young, Attea and Associates to assist you in your superintendent search.

Sincerely,

Casey Judd
President, Whitewater Unified School District School Board

August 26, 2021

To Whom It May Concern

It is my great pleasure to recommend the services of Hazard, Young, Attea and Associates (HYA) in the search for a school superintendent. Their search process is coordinated, follows an appropriate timeline, and includes input from all of the stakeholders in the district. The Fond du Lac School District chose HYA after interviewing five firms.

The first step was a planning meeting with the Board to determine the steps of the search process and the timeline of the search. HYA used interviews and focus groups to ascertain the qualities the community wished to see in a superintendent candidate. The results of this process was a Survey Summary and Leadership Profile Reports, which I found to be extremely helpful.

Recruitment and an initial slate of candidates was presented to the Board in a clear manner. The final slate of candidates gave the Board a choice of some very qualified persons.

It was a relief to entrust the process with HYA. Communication with HYA was flawless. Drs. Mike Richie and Pat Neudecker emphasized their experience and expertise in the search process. I was the President of the Board at that time, I found myself confident in the search process and eventual selection of a candidate.

If you wish to contact me for further information, I can be reached by email at jones@sb.fonddulac.k12.wi.us, or by phone at 920-979-1364.

Sincerely,

Dr. Susan M. Jones, RN

Fond du Lac School Board



SOUTH SIOUX CITY COMMUNITY SCHOOLS

Dr. Rony Ortega was selected to lead as the next Superintendent of South Sioux City Community Schools starting July 1, 2023. The community school district educates about 3,700 students in the suburbs of Dakota County, Nebraska. Dr. Ortega will finish out the school year at Bryan High School in Omaha, Nebraska where he has been serving as principal for the past four years.

Ortega has gained a wealth of knowledge and experience in his 20 years serving in education. He has held a variety of positions in diverse populations, working in both affluent and economically disadvantaged communities, communities where the predominant language is English, and those where it is Spanish. “I have developed the skills to bring diverse people together to coalesce around improving schools and student outcomes,” stated Dr. Ortega. He considers himself a versatile leader who can adapt his leadership style to meet the needs of the people, situations, and circumstances. In a public interview, Ortega indicated to the school board that the strengths he brings to the district will complement the challenges faced by the South Sioux City Community Schools. He looks forward to establishing, nurturing, and leveraging relationships to improve outcomes for all students.

“From the beginning, I felt comfortable and confident in the search process conducted by Mike Richie with HYA,” commented Dr. Ortega. HYA wishes to extend thanks to the South Sioux City Community Schools for putting their trust in the HYA firm. “The South Sioux City School District was amazing to work with throughout the entire search process. While spending a day in the district and conducting 16 focus groups throughout the search process, the hospitality and professionalism received from the district was phenomenal,” stated HYA lead associate Mike Richie.

“We really had a talented slate of finalists, each candidate brought high-caliber educational knowledge and community relations,” school board Vice President, Chris Krueger, declared.

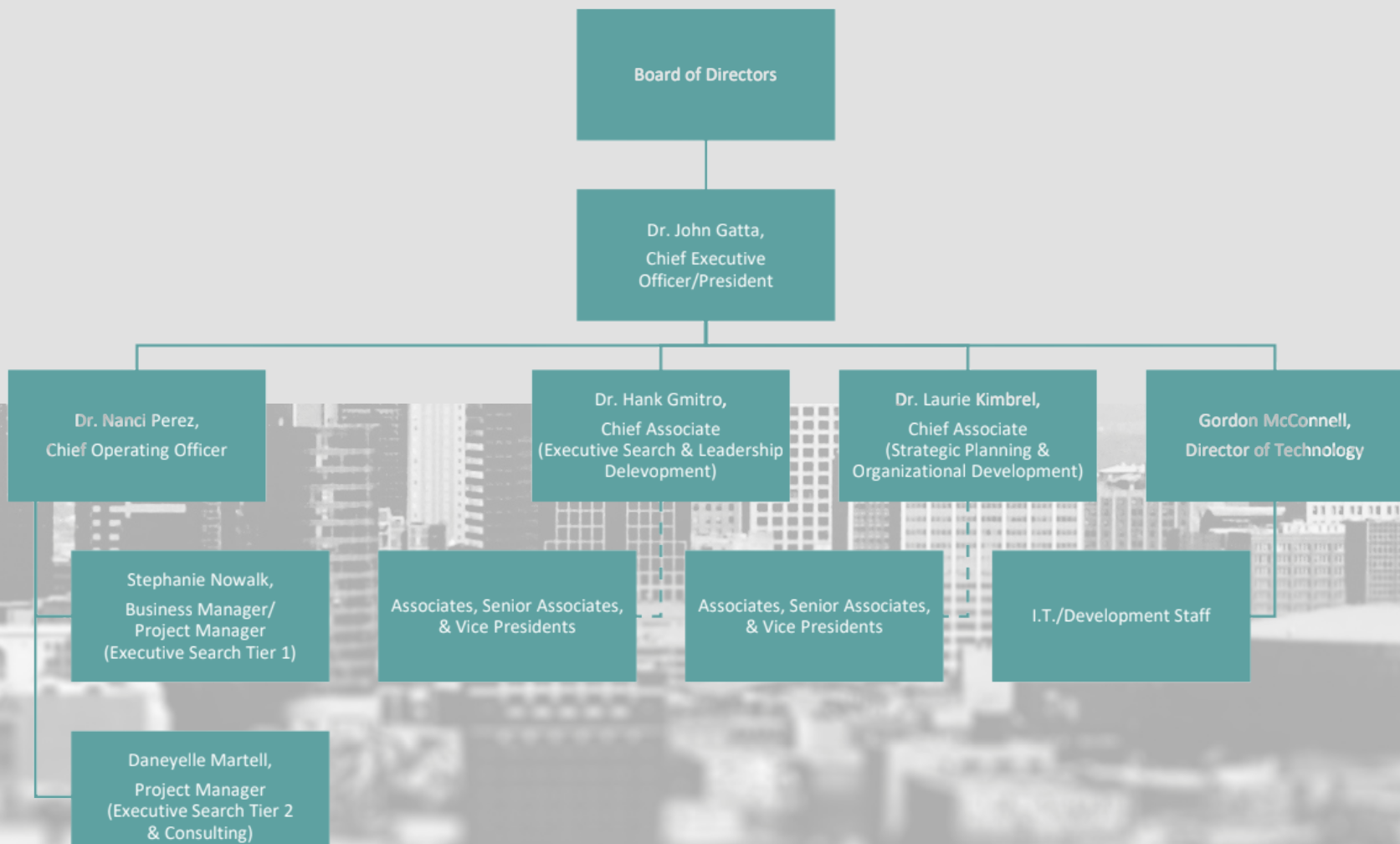
HYA’s Mike Richie stated, “At the end of the day, the Board had four finalists that matched the desired fit the district was looking for based on the Leadership Profile Report.”

“The superintendency is the capstone to my American Dream, and I look forward to the opportunity to ensure the next generation can achieve their American Dream, too,” declared the new superintendent. HYA looks forward to following the leadership of the school district as they help students turn dreams into reality.



Dr. Rony Ortega

ORGANIZATION FLOW CHART



SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2021-2022

0 – 5,000 students	0 – 5,000 students (cont')	5,001 – 25,000 students	25,000+ students
<p>Bedford Central SD (NY) 4,100 students, K-12 John Boucher 914.584.3321 Ed Reader 914.334.1448</p> <p>Cedarburg SD (WI) 3,100 students, PK-12 Rick Leach 262.894.4284</p> <p>Chester Community Charter School (PA) 4,500 students, K-8 Jake Der Hagopian jderhagopian@csmillc.com</p> <p>Dobbs Ferry SD (NY) 1,500 students, K-12</p> <p>Edgemont SD (NY) 2,029 students, K-12 Monica Sganga 914.450.0135</p> <p>Faribault PSD (MN) 3,500 students, K-12 Chad Wolff 612.716.1757 Jerry Robicheau 507.330.4524</p> <p>Gibraltar Area SD (WI) 517 students, PK-12 Stephen Seyfer 920.421.5101 sseyfer@gibraltar.k12.wi.us</p> <p>Holmdel PS (NJ) 3,000 students, PK-12 Vicky Flynn 201-486-2718 vflynn@holmdelschools.org</p> <p>Johnson Creek SD (WI) 570 students, PK-12 Richard Wrench 920.988.4878</p> <p>Los Gatos-Saratoga Joint Union HSD (CA) 3,500 students, grades 9-12 Katherine Tseng ktseng@lgsuhdsd.org</p> <p>Middlesex County Vocational and Technical Schools (NJ) 2,100 students, grades 8-12 Keith Jones kjdevonsrenaissance@gmail.com Michael Affrunti maffrunti@connellfoley.com</p>	<p>SD of Monroe (WI) 2,230 students, PK-12 Ron Olson 608.293.0320</p> <p>SD of New Richmond (WI) 3,450 students, PK-12 Holly Butler 715.243.7443</p> <p>Niles Township HSD 219 (IL) 4,650 students, grades 9-12 Naema Abraham 773.953.6870 naebr@d219.org</p> <p>Pioneer SD (WA) 660 students, PK-8 Dr. Susan Day 360.878.3952</p> <p>Pittsville SD (WI) 550 students, PK-12 Mandy Hoogesteger 715.213.9277</p> <p>Riverview SD (WA) 3,100 students, PK-12 Lori Oviatt 425.785.7971</p> <p>Rosholt SD (WI) 500 students, PK-12 Karla Schoofs 715.572.1591</p> <p>Scarsdale PS (NY) 4,650 students, K-12</p> <p>Verona PS (NJ) 2,300 students, PK-12 Lisa Freschi 862-202-5134 lfreschi@veronaschools.org</p> <p>Voorhees PS (NJ) 3,000 students, PK-8 Rachel VanAken 856-631-3454 vanakenr@voorhees.k12.nj.us</p>	<p>Ames Community SD (IA) 5,001 students, PK-12 Sabrina Shields-Cook 515.451.8306</p> <p>Highline PS (WA) 17,500 students, K-12 Angelica Alvarez angelica.alvarez@highlineschools.org</p> <p>Hillsborough Township PS (NJ) 7,300 students, PK-12 Paul Marini pmarini@htps.us</p> <p>Newburgh Enlarged City SD (NY) 12,000 students, PK-12 Carol Mineo cmineo@necsd.net</p> <p>SD of Janesville (WI) 9,575 students, PK-12 Greg Ardrey 608.757.1677 gardrey@janesville.k12.wi.us</p> <p>North Penn SD (PA) 12,600 students, K-12 Tina Stoll 215.783.1817 stollti@npenn.org</p> <p>Oak Park Elementary SD 97 (IL) 5,700 students, PK-8 Jung Kim 847.331.7797 jkim@op97.org</p> <p>Roaring Fork SD (CO) 5,600 students, PK-12 Kathryn Kuhlenberg 970.379.4725 kkuhlenberg@rfschools.com</p> <p>Starkville Oktibbeha SD (MS) 5,001 students, PK-12 Wes Gordon 662.418.7783 wgordon@starkvillesd.com</p> <p>St. Charles CUSD 303 (IL) 12,500 students, PK-12 Jillian Barker 630.613.0694 jillian.barker@d303.org</p>	<p>Anne Arundel County PS (MD) 85,000 students, K-12 Dr. Joanna Tobin 410-570-0366 jtobin@aacps.org</p> <p>Frederick County SD (MD) 43,250 students, PK-12</p> <p>Fort Worth ISD (TX) 75,000 students, K-12 Tobi Jackson tobi.jackson@fortworthsparc.org</p> <p>Lincoln PS (NE) 42,000 students, K-12 Connie Duncan 402.419.0070</p> <p>Los Angeles USD (CA) 640,000 students, K-12 Monica Garcia 213.505.6122 Kelly Gonez kelly.gonez@lausd.net</p> <p>Montgomery County PS (MD) 165,000 students, K-12 Brenda Wolff 240.740.3030</p> <p>San Francisco USD (CA) 50,000 students, K-12 Jenny Lam 415.699.5349 jennylam@sfusd.edu</p> <p>Seattle PS (WA) 50,000 students, K-12 Brandon Hersey brandon.hersey@seattleschools.org</p>

SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2020-2021

0 – 2,500 students	2,501 – 5,000 students	5,001 – 7,500 students	7,501 - 15,000 students	15,000+ students
<p>Lake Forest Elementary SD 67 (IL) 1,600 students, grades K-8 Suzanne Sands 847.878.6764, ssands@lfschools.net</p> <p>Lake Forest Community High SD 115 (IL) 1,500 students 9-12 Jenny Zinser 847.778.6174; jzins@lfschools.net</p> <p>Northbrook SD 27 (IL) 1,330 students, PK-8 Helen Melnick 847-275-7946</p> <p>Ramapo Indian Hills Regional HSD (NJ) 2,300 students, grades 9-12 Filomena Forgia 201.264.1576</p> <p>School District of Cambridge (WI) 930 students, PK-12 Tracy Smithback-Travis 608-423-4345</p>	<p>Charlottesville City Schools (VA) 4,300 students, K-12 Lisa Larson-Torres torresl1@charlottesvilleschools.org</p> <p>Cheltenham SD (PA) 4,500 students, PK-12 Pam Henry 215.446.5253</p> <p>Niles Township HSD 219 (IL) 4,500 students, grades 9-12 Naema Abraham 773.953.6870 naeabr@d219.org Joe Nowik 847.800.6726 joenow@d219.org</p> <p>Orinda Union Elementary SD (CA) 2,529 students, K-8</p> <p>Roseland SD (CA) 2,800 students, PK-12 Laurie Biggers 707.545.0102 ext 4218 lbiggers@roselandsd.org</p>		<p>Ankeny Community School District (IA) 12,500 students, PK-12 Aaron Jonson 515.556.4277</p> <p>Bedford County Public Schools (VA) 9,500 students, K-12 Susan Mele 540.797.4423 susan.mele@bedford.k12.va.us</p> <p>Coeur d'Alene Public Schools (ID) 11,000 students, PK-12 Jennifer Brumley 208.661.4208 jbrumley@cdaschools.org</p> <p>Lower Merion SD (PA) 8,000 students, K-12 Lucy Klain 215.680.3055</p>	<p>Albuquerque Public Schools (NM) 84,000 students, PK-12 David Peercy 505.362.6834 peercy_d@aps.edu</p> <p>Allentown School District (PA) 16,500 students, K-12 Nancy Wilt 484.707.6496</p> <p>Jefferson County Public Schools (CO) 80,000 students, PK-12 David Bell 303.881.7497 david.bell2@jeffco.k12.co.us</p> <p>Loudoun County Public Schools (VA) 81,000 students, PK-12 Brenda Sheridan 571-233-0307 Brenda.Sheridan@lcps.org</p> <p>Poudre School District (CO) 30,000 students K-12 Christophe Febvre 970.227.0282 Rob Petterson 970.218.7722 rpetterson@psdschools.org</p>

SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2019-2020

0 – 2,500 students	2,501 – 5,000 students	5,001 – 7,500 students	7,501 – 15,000 students	15,000+ students
<p>Aspen School District (CO) 1,700 students, PK-12 Susan Marolt 970.379.8732 smarolt@aspenk12.net</p> <p>Blaine County SD (ID) 3,300 students, PK-12 Lara Stone 208.720.2649 Keith Roark keithroark@blaineschools.org</p> <p>Collingswood PS (NJ) 2,300 students, PK-12 Regan Kaiden 917.549.2738</p> <p>Hopkinton SD (NH) 1,000 students, PK-12 Seth Aframe 603.856.3534</p> <p>Maple Dale-Indian Hill SD (WI) 490 students, K-8 Ryan Jenness 414.322.7983</p> <p>Maplewood-Richmond Heights SD (MO) 1,700 students, PK-12 Katie Kaufmann 314.313.5670 Maria Langston 314.520.5666</p> <p>Oyster Bay-East Norwich CSD (NY) 1533 students, PK-12 Laurie Kowalsky laurie.Kowalsky@aol.com</p> <p>San Bruno Park School District (CA) 2,500 students, PK-8 Teri Chavez tchavez@sbpsd.k12.ca.us</p> <p>Whitewater Unified SD (WI) 1,923 students, PK-12 Casey Judd 920.723.3035 cejudd@idcnet.com</p>	<p>Homewood City SD (AL) 4,200 students, K-12 Charlie Douthit 205.368.7925</p> <p>Lyons Township HSD 204 (IL) 4,000 students, grades 9-12 Thomas Cushing twcushings@sbcglobal.net</p> <p>Summit Public Schools (NJ) 4,100 students, K-12 Donna Miller donnamiller@summit.k12.nj.us</p>	<p>Capital School District (DE) 6,000 students, PK-12 Chanda Jackson-Short 302-465-1151</p> <p>Fond du Lac SD (WI) 7,000 students, K-12 Dr. Susan Jones 920-979-1364</p> <p>Pemberton Township Schools (NJ) 5,000 students, PK-12 Tom Bauer 609.410.8399 Jeff Wilson 609.760.0477</p> <p>Verona Area SD (WI) 5,800 students, K-12 Meredith Christensen christem@verona.k12.wi.us</p>	<p>Norwalk Public Schools (CT) 11,500 students, PK-12 Sarah LeMieux 203.988.4294 lemieuxs@norwalkps.org</p> <p>Richland SD 400 (WA) 13,600 students, PK-12 Rick Jansons 509.528.3488 rick.jansons@rsd.edu</p> <p>Salinas City Elementary SD (CA) 9,000 students, PK-6 Amy Ish.831.262.6860 aish@salinascity.k12.ca.us</p> <p>Traverse City Area PS (MI) 10,000 students, PK-12 Sue Kelly 231.218.9800</p>	<p>Atlanta Public Schools (GA) 52,000 students, PK-12 Jason Esteves 404.421.6215 jesteves@atlantapublicschools.us</p> <p>Bend-La Pine Schools (OR) 18,000 students, K-12 Melissa Barnes Dholakia Melissa.barnesdholakia@schoolboard.bend.k12.or.us</p> <p>Clear Creek Independent SD (TX) 44,000 students, K-12 Laura DuPont laura-dupont@ccisd.net</p> <p>Fort Wayne Community Schools (IN) 29,600 students, PK-12 Julie Hollingsworth 260.750.0274</p> <p>Green Bay Area School District (WI) 20,300 students, PK-12 Eric Vanden Heuvel 920.655.8993</p> <p>Sioux Falls School District (SD) 24,000 students, PK-12 Cynthia Mickelson 605.376.1329 cynthia@mickco.com</p>

SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2018-2019

0 – 2,500 students	2,501 – 5,000 students	5,001 – 7,500 students	7,501 - 15,000 students	15,000+ students
<p>Las Lomitas Elementary SD (CA) 1,300 students, K-8 John Earnhardt john.earnhardt@gmail.com</p> <p>Malverne Union Free SD (NY) 1,700 K-12 students Danielle Hopkins 516-216-3514</p> <p>Portola Valley School District (CA) 600 students, PK-8 Jeff Klugman jklugman@pvsd.net</p> <p>Watchung Borough School District (NJ) 650 students, PK-8 Jessica Ingrassia 323-420-9280</p> <p>Wyoming City Schools (OH) 1,950 students, K-12 Jeanie Zoller 513.379.3767</p>	<p>Berkeley Heights Public Schools (NJ) 2,700 students, K-12 Doug Reinstein 908-531-8181 Dr. Gerald Crisonino 201.915.6226</p> <p>Center School District (MO) 2,700 students, PK-12 Rebecca Lahann 816.456.1793 rlahann@center.k12.mo.us</p> <p>Freeport School District 145 (IL) 4,100 students, PK-12 Janice Crutchfield 815.238.8449 janice.crutchfield@fsd145.org</p> <p>Lebanon Community Schools (OR) 4,340 students, K-12 Tom Oliver tom.oliver@lebanon.k12.or.us</p> <p>New Milford Public Schools (CT) 3,947 students, PK-12 Angela C. Chastain angela@angelachastain.com</p> <p>Mountain View-Los Altos HSD (CA) 4,300 students, 9-12 Dr. Phil Faillace 650.248.3375</p> <p>Rockville Centre UFSD (NY) 3,600 students, K-12 Tara Hackett 516-660-8400 tarahackettboe@gmail.com</p> <p>Willingboro School District (NJ) 3,400 students, PK-12 Kelvin Smith 609.902.2902</p>	<p>Port Washington Union Free SD (NY) 5,500 students, PK-12 Nora Johnson 917-690-9908 njohnson@portnet.org</p> <p>Wenatchee Public Schools (WA) 7,700 students, PK-12 Sunny Hemphill hemphill.sunny@wenatcheeschools.org</p>	<p>Bayonne Public Schools (NJ) 9,800 students, PK-12 Joseph Broderick 201-988-1447 jbroderick@bboed.org</p> <p>Central Kitsap Schools (WA) 11,000 students, PK-12 Jeanie Schulze 360.908.5001</p> <p>Fairfield Public Schools (CT) 10,000 students, PK-12 Nick Aysseh 203.442.7255 naysseh@fairfieldschools.org</p> <p>Greater Albany Public Schools (OR) 9,627 students, K-12 Jennifer Ward 541.730.2270</p> <p>Medford School District (OR) 14,000 students, K-12 Cynthia Wright Cynthia.Wright@medford.k12.or.us</p> <p>Sewanhaka Central HSD (NY) 8,500 students, 7-12 David Del Santo 646.938.6500</p>	<p>ALAS (Association for Latino Administrators & Superintendents), Washington D.C. Annie Ortiz 860.729.4749</p> <p>Academy School District 20 (CO) 26,200 students, PK-12 Tracey Johnson 719.491.2633 Karin Nelson 719.491.2633</p> <p>Denver Public Schools (CO) 92,000 students, PK-12 Anne Rowe annerowe60@gmail.com</p> <p>Edison Township Public Schools (NJ) 16,000 students, K-12 Ralph Errico ralph.errico@edison.k12.nj.us</p> <p>Glendale Unified School District (CA) 26,000 students, TK-12 Jennifer Freemon 818.388.1251 jfreemon@gusd.net Greg Krikorian 818.480.1327 gkrikorian@gusd.net</p> <p>School District of Indian River County (FL) 17,700 students, PK-12 Brian Barefoot 772.925.5333</p> <p>Prince George's County PS (MD) 130,000 students, K-12 Erica Berry Wilson EBwilson1@co.pg.md.us</p>

SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2017-2018

0 – 2,500 students	2,501 – 5,000 students	5,001 – 7,500 students	7,501 – 15,000 students	15,000+ students
Bonny Doon Elem. School District (CA) 163 students, PK-8 Amy McCabe 831.457.9912	Flemington-Raritan Regional SD (NJ) 3,100 students, K-8 Tim Bart 908.797.7178	Boyertown Area School District (PA) 6,900 students, K-12 Steve Elsier 610-367-4697	Birmingham Public Schools (MI) 8,000 students, K-12 Kim Whitman 248.760.3011	Anaheim Elem. School District (CA) 18,000 students, K-12 Jackie Filbeck 714.883.6701
Greenburgh-Graham UFSD (NY) 150 students Jess Dannhauser DannhauserJ@graham-windham.org	Garden City School District (NY) 3,800 students, K-12 Angela Heineman 516.521.0304	Hollister School District (CA) 5,500 students, TK-8 Elizabeth Martinez 831.524.0262	Chambersburg Area SD (PA) 9,000 students, PK-12 Alexander Sharpe 717.404.6179 alexander.sharpe@casdonline.org	Beaufort County SD (SC) 22,000 students, PK-12 Christina Gwozdz 843.636.8555
Live Oak School District (CA) 2100 students, K-8 Jeremy Ray 408.489.0476	Lafayette School District (CA) 3,568 students, TK-8 Teresa Gerringer 510.599.9152	Montclair School District (NJ) 6,700 students, K-12 Laura Herzog 973.699.1541 lherzog@montclair.k12.nj.us	Davenport CSD (IA) 16,000 students, PK-12 Ralph Johanson 563.381.4598 rjohanson1@msn.com Bruce Potts 563.355.7388 pottsb@davenportschools.org	Billings Public School District 2 (MT) 16,000 students, K-12 Greta Besch Moen 406.248.4360
Loma Prieta Joint Union ESD (CA) 941 students, PK-8 Deana Arnold 408.656.4148	Lawrence Township PS (NJ) 3,800 students, PK-12 Dana Drake 201.527.8464		East Aurora SD 131 (IL) 14,000 students, K-12 Kimberley Hatchett 630.881.1243	Crowley Independent SD (TX) 15,000 students, K-12 June Davis 847.437.1938
Mount Pleasant Central SD (NY) 2,000 students, K-12 Thomas McCabe 914.874.6075	Los Gatos Union Elementary SD (CA) 3,200 students, K-8 Peter Noymer 408.656.5510		Helena Public Schools (MT) 8,200 students, K-12 Sarah Sullivan 406.465.1472	Duval County Public School District (FL) 128,000 students, K-12 Warren Jones 904.390.2372
Orange City School District (OH) 2,024 students, K-12 Melanie Weltman 216.378.6989 mweltman@orangecsd.org	Los Gatos-Saratoga Union HSD (CA) 3,287 students, 9-12 Robin Mano rmano@lgsuhdsd.org		Huntley CSD 158 (IL) 9,500 students, K-12 Tony Quagliano 847.254.2885 Michael Fleck 847.707.8829	Ector County Independent SD (TX) 30,000 students, PK-12 Doyle Woodall, 432.553.4115 dww831@yahoo.com
Rumson-Fair Haven Regional HSD (NJ) 970 students, 9-12 Lisa Waters 732.616.0961	Park City School District (UT) 4,973 students, PK-12 Andrew Caplan acaplan@pcschools.us		Lawrence Public Schools (MA) 15,000 students, K-12 John Connolly 617-447-1302 johnronanconnolly@gmail.com	Linn Benton Lincoln Education Service District (OR) 37,000 students Heather Search 541.812.2600
	San Carlos School District (CA) 3,100 students, PK-8 Eirene Chen echen@scsdsk8.org		New Bedford Public Schools (MA) 12,700 students Mayor Jonathan F. Mitchell 508.979.1410	Los Angeles USD (CA) 640,000 students, PK-12 Monica Garcia 213.505.6122 monica.garcia@lausd.net
			Palo Alto Unified School District (CA) 12,500 students, K-12 Ken Dauber 650-906-4340 kdauber@pausd.org	Newark Public Schools (NJ) 35,000 students, K-12 Josephine Garcia 973-733-7333
				Oceanside Unified School District (CA) 20,000 students, K-12 Ann Corwin 760.213.7285
				Stafford County PS (VA) 28,650 students, PK-12 DeWayne McOsler 540.751.8809

Mike Richie Wisconsin HYA Searches

School District	Dates	District Reference	Phone Number	Email	HYA Associates	Hired Superintendent
Whitewater, WI	2019-20	Casey Judd Board President	920- 723-3035	cejudd@idcnet.com	Mike Richie / Pat Neudecker	Caroline Pate-Hefty (July 1, 2020)
Verona, WI	2020-21	Meredith Christensen Board President	847-724-8465	christem@verona.k12.wi.us	Mike Richie / Pat Neudecker	Tremayne Clardy (July 1, 2021)
Fond du Lac, WI	2020-21	Dr. Susan Jones Board President	920-979-1364	joness@sb.fonddulac.k12.wi.us	Mike Richie / Pat Neudecker	Jeff Fleig (July 1, 2021)
Yorkville Jt. #2	2020-21	Dave Callewaert Board Member	414-510-2485	dave.callewaert@yorkville.k12.wi.us	Mike Richie	Mark Rollefson (July 1, 2021)
Tomahawk, WI	2021-22	Kay Kissinger-Wolf Board President	715-367-8284	kissingerwolfk@tomahawk.k12.wi.us	Mike Richie / Pat Neudecker	Wendell Quesinberry (July 1, 2022)
Johnson Creek, WI	2021-22	Richard Wrench Board President	920-988-4878	wrenchr@johnsoncreekschools.org	Mike Richie / Glenn Schilling	Mark Gruen (July 1, 2022)
Stratford, WI	2021-22	Chris Dickinson Board President	715-323-8457	cdickinson@grapps.stratford.k12.wi.us	Mike Richie	Nathan Lehman (July 1, 2022)
New Richmond, WI	2021-22	Holly Butler Dir. of Human Resources	715-243-7443	hbutler@newrichmond.k12.wi.us	Mike Richie/ Pat Neudecker	Troy Miller (July 1, 2022)
Cedarburg, WI	2021-22	Rick Leach, Board President	262-894-4284	rleach@cedarburg.k12.wi.us	Mike Richie/ Pat Neudecker	Jeridon Clark (July 1, 2022)
Monroe, WI	2021-22	Ron Olson Business Administrator	608-293-0320	ronolson@monroe.12.wi.us	Mike Richie/ Pat Neudecker	Rodney Figueroa (July 1, 2022)
Rosholt, WI	2021-22	Karla Schoofs Board President	715-572-1591	karlaste5@gmail.com	Mike Richie/ Pat Neudecker	Dennis Kaczor (July 1, 2022)
Watertown, WI	2021-22	Margaret Brady Dir. of Hum. Resource	920-262-1460 ext. 3245	bradym@watertown.k12.wi.us	Mike Richie/ Pat Neudecker	Jarred Burke (July 1, 2022)
Pittsville, WI	2021-22	Mandy Hoogesteger Board President	715-213-9277	hoogeman@pittsville.k12.wi.us	Mike Richie	Jason Knott (July 1, 2022)

Mike Richie Wisconsin HYA Searches

School District	Dates	District Reference	Phone Number	Email	HYA Associates	Hired Superintendent
Menomonee Falls, WI	2022-23	Leia Sceptur Dir. of Human Resources	262-250-3202	scopeva@sdmfschools.org	Mike Richie/ Pat Neudecker	Interim Placed: James Heiden Extended Interim Contract
Colby, WI	2022-23	Bill Tesmer	715-316-2569	wtesmer@colby.k12.wi.us	Scott Wench / Mike Richie	Patrick Galligan (July 1, 2023)
Raymond, WI	2022-23	Gwen Keller	414-350-1242	kellgwe@raymond.k12.wi.us	Mike Richie	Interim Placed: Mike Garvey

Mike Richie Out of State HYA Searches

School District	Dates	District Reference	Phone Number	Email	HYA Associates	Hired Superintendent
Lincoln, NE	2021-22	Connie Duncan Board President	402-419-0070	connie.duncan@lps.org	Mike Richie/Brian Ewert / Heather Williams	Paul Gausman (July 1, 2022)
Strasburg, CO	2021-22	Michael Marrero Board President	303-434-0649	mmarrero@strasburg31j.com	Mike Richie / Brian Ewert	Dan Hoff (July 1, 2022)
South Sioux City, NE	2022-23	Lance Swanson Dir. of Communication	402-494-2425	lance.swanson@ssccards.org	Mike Richie	Rony Ortega (July 1, 2023)
Littleton, CO	2022-23	Diane Leiker Chief Comm. Officer	303-347-3387	dleiker@lps.k12.co.us	Mike Richie / Heather Williams / Scott Siegfried	Todd Lambert (July 1, 2023)
Iowa Association of School Boards	2022-23	Elizabeth Brennan	515-778-5123	ejcb@me.com	Mike Richie / Todd Strom	DT MaGee (July 1, 2023)
Aurora, CO	2022-23	Debra Gerkin Board President	303-364-3794	degerkin@aurorak12.org	Mike Richie / Scott Siegfried / Micah Ali	TBD
Hayden, CO	2022-23	Tammie Delaney Board President	970.846.1404	tdelaney@haydenschools.org	Mike Richie	TBD

HYA Sample Interview Questions

General and Personal

1. Please tell us why you are interested in this position and why you are considering leaving your present position?
2. What specific capabilities do you bring to this position?
3. How would you describe yourself?
4. What has been the most challenging task you have faced and how did you deal with it?
5. What are your long-term career objectives?
6. How do you spend your spare time? What activities or hobbies do you enjoy?
7. How do you keep yourself professional and personally “renewed”?

Board–Superintendent Relationships and Responsibilities

1. Describe how you keep your Board fully informed between meetings?
2. Describe how you would prepare an agenda for the next school Board meeting. What is your procedure for determining how items get on the agenda?
3. How would you prepare the Board to make a decision on a politically sensitive or controversial issue?
4. How do you feel the annual evaluation of Board and superintendent performance should be handled? What elements should be included in the evaluation?
5. What is your role in developing school Board policy?
6. What role should the superintendent play in orienting new Board members? How should this be accomplished?

District Management

1. Describe your concept of management/leadership.
2. How would you describe your management philosophy? What are your managerial strengths and weaknesses?
3. How would you determine long-range and short-range goals for the District? Whom would you involve in the planning process? What would you consider as the “strategic” component of such a plan?
4. How would you implement short and long-range District goals? How would you monitor and evaluate their implementation?
5. When, if ever, do you feel the use of faculty or citizen advisory committees is appropriate? How would you use them?
6. What do you do to encourage participation of employees in organizational decisions?
7. What kind of decisions or responsibilities do you delegate to others? How do you monitor the performance of those that report to you?
8. In what administrative effort have you failed? What did you learn from the experience?
9. What has been the most unpopular decision you have had to make and how did you handle the reaction to this decision?
10. Of what administrative success are you most proud? Why?
11. How would you go about evaluating and perhaps realigning an administrative team?
12. How would you determine whether an excellent school system needs to be improved?
13. Describe your experience in working with other governmental agencies, such as the legislature, executive offices or municipalities.

Fiscal Management

1. Describe your experience/knowledge of school finance.
2. Describe the budget planning process you have used.
3. What has been your experience with budget management, budgetary controls and budget reduction?
4. What responsibilities have been assigned to the business manager in your organization? How would you utilize such an individual in this District?

Personnel

1. What procedures do you find most useful in recruiting administrators and teachers?
2. Describe your experience with negotiations. What role do you prefer to play? How much has your Board been involved?
3. How do you maintain a collaborative relationship with the teachers' association?
4. What kind of authority do you give to principals and how do you hold them accountable?
5. If a teacher complained to you about a principal's written evaluation of his/her/their room visit, what would you do?
6. What kind of staff development program would you develop for the teaching staff and for administrative staff?
7. When recruiting staff, how would you reconcile a District's need for talented teachers with the growing need for qualified and enthusiastic extra-curricular activity sponsors?

Public Relations

1. Give some specific examples of ways you have successfully communicated with citizens about your District's problems and accomplishments.
2. How is the content of regular reports to the community determined?
3. What evidence can you cite which indicates your success in gaining Board and community support for educational programs?
4. How important do you feel it is for the superintendent to be visible throughout the community? How would you decide what activities/organizations are worth the time and effort of active participation?
5. How would you inform the staff of action taken at the last school Board meeting?
6. How would you handle parent complaints about teacher performance?

Curriculum

1. How would you conduct an assessment of the District's current curriculum?
2. Discuss how you would ensure the relevance of a District's educational program for students.
3. Describe an appropriate role for the Board in curriculum development.
4. What curricular innovations have you implemented in your District?
5. What problems have you experienced in meeting state and federal special education mandates?
6. What current federal and/or state requirements should the Board be aware of and how do they impact current business, organizational and curricular practices?

Contract and Terms of Employment

1. If chosen, would you accept a multi-year contract?
2. Would you be able to start on July 1st? If not, how soon?
3. How would you propose to have your performance evaluated? By whom? On what criteria? How often?

Commitment to Diversity

1. How has your [education] [previous work experience] prepared you for [working with] [teaching] a diverse population?
2. How has your background and experience prepared you to be effective in an environment [that values diversity] [is committed to inclusion] [where we see awareness of and respect for diversity as an important value]?
3. What specific experiences have you had addressing concerns of diverse [communities] [students] [populations] at your current or previous institution? What role have you taken in addressing those concerns?
4. Please tell us about an instance when you have demonstrated leadership or commitment to equity in your work.
5. What programs or initiatives have you been part of to [work with diverse populations] [address diversity issues], and specifically what was your role in those efforts?
6. Our school district is highly concerned with issues of diversity and equity. How has your past work demonstrated an active commitment to equity?
7. Can you describe an innovative [program] [activity] addressing diversity that you were an integral part of developing?
8. In what ways have you demonstrated commitment and sensitivity to the importance of diversity in your previous experience?
9. Describe a time when you worked to incorporate diversity issues or diverse communities into [a project or event you worked on].
10. What training and experience do you have in developing and implementing [services and programs] that incorporate diversity?
11. Describe your experiences in strategic planning related to diversity.
12. Describe your experiences in assessing diversity initiatives and their outcomes.
13. What experiences have you had with recruiting, hiring, training, and/or supervising a diverse workforce?
14. What is the most challenging situation dealing with diversity that you have faced and how did you handle it?
15. If we were to ask your colleagues or supervisor at your current position, what do you think they would say about your diversity background, experience and contributions?
16. What areas of diversity do you think you have to learn more about and how would you go about doing it?
17. What have you done to further your knowledge or understanding about diversity? How have you applied your learning?
18. What role has diversity played in your [approach to teaching _____] [teaching strategies] [management/leadership]?
19. What kinds of experiences have you had in relating with people whose backgrounds are different than your own?
20. Have you ever realized you had said or done something that may have been offensive to a [colleague] [student] [co-worker]? How did you respond to that realization, and what was the outcome?
21. In your experience, what are the challenges faced by members of historically underrepresented groups [in the workplace] [in successfully completing their education]? What strategies have you used to address these challenges, and how successful were those strategies?



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance Services, Inc. 1900 E Golf Rd Ste 650 Schaumburg IL 60173		CONTACT NAME: Sharon L Panos PHONE (A/C, No. Ext): (847) 934-6100 E-MAIL ADDRESS: spanos@dspins.com		FAX (A/C, No): (847) 934-6186
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Citizens Insurance Co Of Illin		10714
INSURED HYA Corporation 5600 N. River Rd. Ste 180 Rosemont IL 60018		INSURER B: Allmerica Financial Benefits I		
		INSURER C: Federal Insurance Company		20281
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: Cert ID 37552

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			5478201	07/01/2022	07/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ Incl in GL BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ None			5478201	07/01/2022	07/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	PE4545201	07/01/2022	07/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			82256406	07/01/2022	07/01/2023	Retention: \$10,000 \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Sample

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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