



Executive Search Proposal

**Superintendent for
Oak Park and River Forest High School**

November, 2009



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To the Esteemed Members of District 200-

Thank you for the opportunity to present this overview of services typically provided by PROACT Search, in a search for the Superintendent position in Oak Park and River Forest. We are here to help you and your Board of Education make the search process as smooth and successful as possible.

Our firm is proud of similar search assistance that we have provided for varying types of school districts across the nation since 1997: urban, rural, suburban, high performing, low performing, and several state departments of education. We hope this overview will clarify PROACT's ability to identify and attract a diverse pool of talented individuals from which you can select your final hire.

We take pride in personalizing the search process and the close relationship we maintain with our clients. PROACT will tailor your search to the unique characteristics and needs of your schools and district. Our experiences amply demonstrate that this extra effort will increase your confidence level and produce the most satisfying results.

Another major contribution to your search is our ability to attract individuals who may not be actively seeking a change in position. To that end, we are appropriately aggressive in the recruitment of qualified candidates; traditional candidates and those who would be deemed by most as out of the box.

Our working relationships with school administrators, colleges and, foundation personnel, and business executives throughout the country provide valuable national perspective. We complement our knowledge of established superintendents and non-traditional candidates in all regions of the country with a conscious effort to follow closely the emerging careers of leaders with unusual promise for service in our nation's schools. The judgment and candor of colleagues whom we know and trust, and who know and trust us, are critical to that knowledge, just as they are in cutting through the superlatives typically found in candidate credentials. The reference checks and other conversations about candidates allow us to speak with assurance about the qualifications and characteristics of candidates recommended to you.

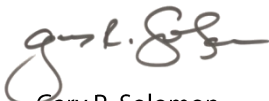
Our firm is unique in the K12 education space. PROACT is not only highly focused on finding the 'best fit' leader for school systems, but is also heavily invested in continued partnerships with our district clients in order to make certain that the newly placed administrators have every possible chance for success, and ultimately taking the system to the next level of academic and operational achievement. To that end, you will note in the attached proposal, we are providing the Board with the option to include ongoing support services to the new administration by:

- Providing Transitional Management Services
- Providing District Wide Quality Review and Action Plan Development
- Providing Ongoing Comprehensive Professional Services


We appreciate your consideration. We are confident that our experience and professional background make us well suited to provide you with a diverse pool of highly qualified candidates.

Should you desire additional information or clarification on any aspect of this proposal, please feel free to call me.

Thank you for your consideration.



Gary R. Solomon
CEO



Thomas J. Vranas
President

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EXECUTIVE SUMMARY

PROACT Search is pleased to submit this proposal for executive search consulting services for District 200. As a full-service retained executive search and management consulting firm, our mission is to provide client-focused, results-oriented services in a timely and cost-effective manner; ensuring the highest standards of professional performance and integrity throughout each assignment. The firm is based in suburban Chicago with satellite offices in downtown Chicago, Milwaukee, Orange County, California, Baton Rouge, Louisiana, and New York City.

Our diverse team of professionals across the country has been engaged in executive placement and in management consulting for over 11 years, with a history of more than 50 successfully completed searches and consulting assignments in urban, suburban, rural, high-performing and low-performing districts. We serve clients from the private sector, governmental agencies, not-for-profit associations, foundations, and school districts nationwide. PROACT represents client organizations, not the individuals seeking positions.

Our passion is education and our goal is to assist school systems across the country in finding the most qualified candidates. We are committed to the long term achievement of our district partners. This commitment begins with successfully matching candidates and schools, and extends to continued work with Principals, Superintendents and school boards, but also includes assistance in defining goals and creating actionable plans that will provide a blueprint for addressing each district's needs. PROACT also respectfully recognizes the importance of filling out the school and district leadership team and can assist in the search for a superintendent chief of staff, assistant/deputy superintendents, chief officers in human resources, operations, academics, special education, and technology as well as other principals.

Our recruiting networks range across the country and are extensive. Utilizing our services will allow your organization to tap into the synergy of our vital connections in the for-profit, not-for-profit, and education communities in every corner of our nation in order to meet your executive staffing needs.

PROACT Search acts as a partner and an ambassador of our client's organization and makes every effort to communicate with and empower all parties involved in the hiring process. We have a successful record of accomplishment and a list of satisfied clients.

While working with stakeholder and the Board of Directors if necessary, our role is to outline all the steps necessary to conduct a successful search tailored to meet their specific needs. Our process includes research and community/public stakeholder engagement activities; local, regional and national advertising and recruitment; screening; initial candidate interviews and preparation of detailed reports; recommending candidates for interviews; confirming credentials and references; assisting with selection decisions and handling search closing activities.

Our expertise is perfectly suited to serve a school district with their search needs for executive talent and experience. We ensure a "best fit," leading to a longer and more lasting relationship. And, we guarantee the results!

EXECUTIVE SEARCH SERVICES

Executive Search Services and Processes

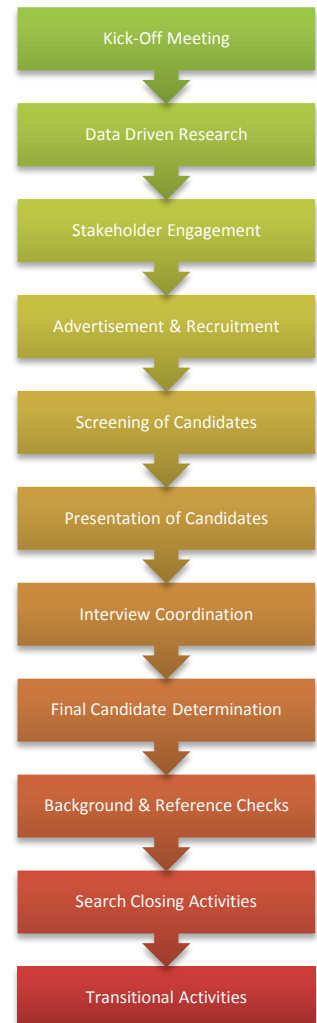
Summary of the process:

1. Kick-Off Meeting

- a. Develop activities and a detailed time line (work plan) for the search, including reviewing and advising on job description, qualifications, competencies, selection criteria, legal requirements, newspaper and educational publications, announcements, search calendar, compensation package, and community engagement activities
- b. Identify issues and expectations for the position.
- c. Assist the Board/stakeholders to develop and to implement strategies for involving internal and external stakeholders in the search process
- d. Clarify Roles and Responsibilities
- e. Create Internal Communications Plan
- f. Discuss Stakeholder Engagement and Firm's Role
- g. Develop/Finalize a Position Profile
- h. Determine Search and Selection Procedures and a Search Calendar
- i. Discuss the Recruiting for Candidates
- j. Discuss the Screening Process and Preliminary Evaluation
- k. Discuss the Interviewing Process by the Board/Stakeholders
- l. Discuss the Selection and Search Closing Activities

2. Stakeholder Engagement Activities

- a. Engagement activities include working with advisory groups and search committees to reach desired outcomes; arranging for and conducting interviews of stakeholders and focus groups, planning and conducting public hearings, preparing surveys to distribute to internal and external stakeholder groups and then, in turn, preparing written summaries.
- b. The Board must ultimately determine the nature and amount of stakeholder engagement in the search and selection process based upon state law, stakeholder expectations or past involvement, and upon the amount of time the Board wishes to devote to stakeholder engagement. We can advise the Board in determining options for consideration. A variety of activities can be conducted to work with the Board, staff, and other stakeholders to identify desired characteristics of the new Administrator For School Business Services, so those characteristics can serve as the recruiting and evaluation criteria. Public forums, focus groups, surveys, virtual town hall meetings and phone interviews of constituent leaders could all be used during the process.
- c. We strongly believe that through these activities, we better understand what the Board, District, and state needs in their new executive, which ultimately helps us find the "best fit". But, more importantly, all stakeholders need to support the search process and the final selection. Smart and effective executives know that, with all the challenges and opportunities facing public education, they cannot do the job alone. They need support from the Board, administrators, school districts, higher education, community and advocacy groups, business and political leaders, and others.

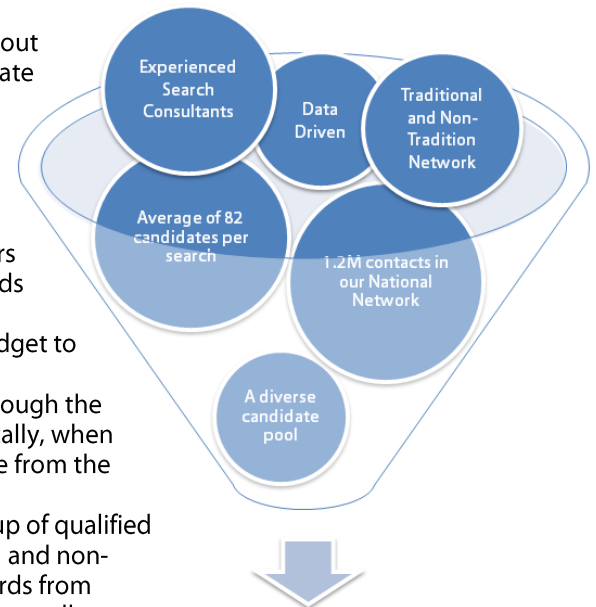


3. Advertisement and Communication Efforts

- a. We will provide assistance with marketing, advertising, and communication efforts for the available position in newspapers and educational publications, website postings through state and national professional organizations and universities/colleges. We will also work on developing an ad plan and ad copy for Board approval.

4. Candidate Recruiting

- a. PROACT Search's approach is to design a search strategy based on the unique needs of the district. We do more than rely on ads and postings in newspapers or websites, trade, or professional publications. We contact community/public leaders, business executives, and successfully employed principals/superintendents/administrators to seek out qualified candidates and sell them on the appropriate opportunity. Rather than only reviewing and screening applications or self-nominations, we proactively seek out candidates through our research and state/national networks in the private, non-profit, and education sectors.
- b. In any given search, we send out hundreds of letters or e-mails with a position profile and make hundreds of phone calls to potential candidates and sources.
- c. We also suggest a modest advertising plan and budget to place ads statewide and nationally in newspapers, educational publications, and website postings through the state, national and professional associations. Typically, when using a search firm, 60-70% of the candidates come from the recruiting efforts.
- d. We ensure a gender and ethnic balance in the group of qualified candidates we present, and we seek out traditional and non-traditional candidates with proven leadership records from school districts, the private and non-profit sectors, as well as from universities/colleges and governmental agencies.
- e. Our national networks allow our clients to tap into the synergy of our vital connections in the for-profit, not-for-profit, and education communities in every corner of our nation. We draw on these resources in every search. Our contacts include individuals within national and state education, political and business leaders, as well as the Broad Academy for Superintendents (non-traditionals). We have a successful record in recruiting a diverse pool of candidates.



The Best Candidates

5. Screening of Applications/Respondents

- a. We will perform an initial screening of applications and resumes utilizing an approved criteria and profile checklist. We will conduct telephone and/or in-person interviews with all preliminary qualified candidates. Based on those interviews, we will prepare comprehensive written summaries of the best qualified (or designated number of) candidates whom we recommend for interviews. These materials can then be reviewed by the Board or by individual members to determine which candidates should be interviewed. It should be noted that all resumes/forms are available for the review.

6. Interviewing of Candidates

- a. With respect to interviewing candidates, PROACT Search presents the written summaries and resume/candidate materials for each preliminary qualified candidate. We then assist the Board members in determining which of those candidates should be interviewed by the Board.

- b. For the interviews, we prepare interview guides/questions and rating forms for use in the evaluating/ranking of candidates which facilitates a prioritization of the candidates helping to narrow the field for final interviews. A weighted rating system using the Board's priorities can be utilized to evaluate, rank, and narrow the field of candidates. We will also brief and prepare the Board for the interviewing process.
 - c. Recommend procedures for interviews/site visits; prepare interview guide, questions, and rating forms for the interviews. Prepare the Board for the interviewing process.
 - d. Meet with the Board or individual Board members to review the written summaries of candidate screening interviews to assist in determining a list of qualified candidates for consideration and interviews.
- 7. Verification of Credentials/References/Background Checks
 - a. All credentials are validated, including academic credentials that are verified with registrars and/or college deans; employment history with former employers, as well as contact of any references provided by candidates, by the Board, by other involved parties, or those used by PROACT Search. We can also conduct literature searches, consumer credit and criminal background investigations, as well as driver's license checks and social security traces.
 - b. To assist in determining a "best fit", we encourage Boards to utilize leadership profiling for finalists. This step provides the Board with additional information to reduce the "risk" factor of appointing a person whose leadership style could be in conflict with that of the Board or its policy governance framework.
- 8. Coordinate/schedule the interviews of the candidates
- 9. Recommend or assist the Board in determining candidates for final consideration.
- 10. Assist the Board with the final interviewing process, arrange for on-site visits for each final candidate, and participate in the process, if desired.
- 11. Search Closing Activities
 - a. As part of the search closing activities, we would call or send letters to all respondents/candidates or prepare letters for the Board Chair's signature, if desired. We would also prepare any final reports or summary of expenses.
 - b. Assist in the announcement of appointment, if desired.

Non-Traditional Candidates

Candidate pools for any given search usually include non-traditional candidates. Advertising for non-traditional candidates includes newspapers and publications, as well as websites in order to attract those audiences. PROACT Search will present a modest Ad Plan, including the appropriate publications and websites. We maintain sources and mailing lists geared to private sector, non-profit, higher education, and military in order to attract non-traditional, or "out of the box" candidates. We have extensive networks across the country that we use in every search.

Communication and Work Flow

Communication is key to any process, and PROACT works to create protocols for dialogue so that everyone remains informed throughout the scope of the search. Weekly updates will be provided to the Board of Directors during the entire search process. We also prepare an Applicant Summary Report, a Stakeholder Meetings Report, and any other report required by the Board of Directors.

Corporate Guarantee

PROACT Search ensures a “best fit” and guarantees the final results, leading to a more lasting relationship. If the executive leaves the position within one year for any reason other than sickness, death, change in organizational structure, or other financial consideration, we will re-perform the search for expenses only. We would consider a two-year guarantee under certain circumstances.

Expenses

Travel and out-of-pocket expenses would be billed concurrently. Unless instructed by our clients to travel for the purpose of interviewing candidates, for meeting with our client, or for participating in community and public outreach activities, the majority of expenses will result from website postings, telephone, fax, mailings, delivery services, and postage costs in recruiting, screening, qualifying, interviewing, and presenting of candidates. Ancillary expenses that would include advertising and candidate travel would be an additional cost and dependent upon decisions surrounding placement of ads, number of candidates to be interviewed, number of interviews, etc. In a search similar to this, advertising would run between \$3000-\$4000, but is customizable to the needs of the district.

ADDITIONAL/OPTIONAL SERVICES

Transitional Management Services

This service provides incoming or new leadership with various levels of support centered upon a tactical team; services may include evaluation of practices and protocols, strategic planning, and recommendations for systemic initiatives.

Quality Reviews and Corrective Action Plan Development

Conducted on-site these personal site visits assist districts in diagnosing trouble areas. The data collected is then used to create an actionable report, not only documenting findings, but also outlining strategic recommendations for improvement. The combination of data collection and documentation results in a clear, concise, and actionable plan for improvement.

Ongoing Systemic Professional Services

Consultant teams are deployed to specific schools and/or central office locations. This face-to-face partnership provides support and mentorship to educators, at both the district and/or building level, in order to assist with the successful execution of the defined and agreed upon improvement plan.

ASSUMPTIONS AND PRICING

Our compensation for this complete assignment would typically be a retained fee of 25% of the executive's first year base salary. However, we truly recognize the financial burdens placed upon school districts today, especially in this economy. As a result, PROACT Search is willing to do this important search, guaranteed, for a fixed fee of \$19,700.

PROACT Search is flexible in our pricing depending upon the needs of the district.

ADDENDUMS

Addendum 1: Sample Work Plan

Addendum 2: Roles and Responsibilities

Addendum 3: Custom Search Team and Bios

Addendum 4: Recent Searches

Addendum 5: Professional References

Addendum 6: Equal Opportunity Statement

Addendum 6: Additional District Documentation

ADDENDUM 1: SAMPLE WORK PLAN

Proposed Tasks	Proposed Timelines
1. Hold Kick-Off Meeting: define parameters, revise working draft of profile; determine any additional staff/stakeholder engagement.	Days 1 – 5
2. Prepare materials, interview Board members, key staff members, and other key stakeholders and leaders by phone or in person; conduct other activities as identified by the client; develop ad plan and draft ad copy.	Days 1 – 5
3. Advertise the positions based on position profile: <ul style="list-style-type: none"> • Local/state regional/national newspapers • Other education publications and websites • E-mails, letters and calls to referral sources and potential candidates 	Days 5 - 10
4. Recruit candidates using position profile performed by search consultants.	Days 5 - 25
5. Requested application due date.	Day 25
6. Screen and interview applicants using position profiles performed by search consultants.	Days 5 - 25
7. Present candidate materials to client for review and determination of those to interview.	Days 25 - 30
8. Conduct initial interviews with candidates.	Days 25 - 35
9. Determine finalists and conduct background checks & Hogan Leadership Assessment.	Days 35 - 40
10. Hold interviews with finalists; conduct any on-site/stakeholder activities and select new executive.	Days 40 - 45

* Timelines can vary by plus or minus two weeks.

This plan is also modifiable to meet the needs of District 200.

ADDENDUM 2: ROLES AND RESPONSIBILITIES

PROACT SEARCH		BOARD/SCHOOL DISTRICT
<u>Procedure</u>	<u>Responsibility</u>	<u>Responsibility</u>
1. Position and School District Analysis	a) Visit Board/school district, where possible, to better understand needs of school district and community.	a) Provide pertinent facts to PROACT SEARCH
	b) Interview key people related to position.	b) Identify key people for PROACT SEARCH to interview.
	c) Assist in planning community and stakeholder engagement.	c) Determine community and stakeholder engagement.
	d) Develop draft or revise position criteria and profile.	d) Aid in drafting or revising position criteria and profile; approve criteria and profile.
	e) Aid in developing screening and selection procedures and a detailed search calendar.	e) Determine screening and selection criteria, procedures to be used, and a detailed search calendar.
2. Market Analysis for Potential Candidates	a) Introduce specifications of position to PROACT SEARCH internal research function and other associates.	a) Outline any activity prior to PROACT SEARCH introduction into search.
	b) Use PROACT SEARCH sources for potential candidates, including non-traditional.	b) Indicate sources that should be favored, including any advertising for the position.
	c) Establish specific recruitment procedures for search based on internal data and input from Board/school district.	c) Indicate sources that should <u>not</u> be contacted.
3. Original Recruitment	a) Contact sources and potential candidates; , develop new sources; , send letters and e-mails.	a) Suggest candidates that should be contacted, if they are known.
	b) Place advertising/announcements, website postings, etc.	b) Arrange for advertising; approve ad plan, ad copy, and placements.
	c) Receive resumes/respondent information.	
4. Initial Review and Interviews	a) Screen respondents and potential candidates by phone or personal interviews.	a) Participate as desired in the pre-selection and evaluation of resumes/respondent information.
	b) Develop information about potential candidates and prepare summaries.	
5. Preliminary Evaluation	a) Discuss with Board the written summaries to assist in determining candidates to interview, ideally 6-12 candidates.	a) Determine candidates for further consideration and for interviews.
6. Interviews of Selected Candidates	a) Prepare interview guides/questions/rating forms; prepare Board for interviews.	a) Conduct candidate interviews.

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|---------------------------------------|--|---|
| | <ul style="list-style-type: none"> b) Coordinate or schedule interviews. c) Sit in on interviews to gain more insight if more activity is required on steps #3, #4, and #5 (optional). d) Direct specific questions to Board to analyze interview results for future comparison, ranking of candidates, and selection of semi-finalists. | <ul style="list-style-type: none"> b) Provide pertinent information on results of interview and rating forms. c) Determine with PROACT SEARCH further information that will establish a better picture of each candidate. d) Conduct second round of interviews with semi-finalists. |
| 7. Assessment and Confirmation | <ul style="list-style-type: none"> a) Arrange for in-depth leadership profiles by third party (optional). b) Conduct academic, employment, criminal background, consumer credit and reference checks; prepare reports. c) Send Board or meet with Board, regarding completed profiles and reports on candidates. | <ul style="list-style-type: none"> a) Determine if in-depth leadership profiles will be developed for candidates. b) Participate as desired in the referencing process. c) Meet to review leadership profiles/reference reports on candidates. |
| 8. Selection Decisions | <ul style="list-style-type: none"> a) Meet with or advise Board on final candidates to facilitate selection. b) Arrange for any on-site visits, if so desired. c) Arrange for any community/district staff involvement, if so desired. d) Assist in determination of conditions of employment and negotiate contract terms, if so desired. | <ul style="list-style-type: none"> a) Select final candidate(s) to announce to public. b) Conduct any on-site visits for final candidate(s), if so desired. c) Involve community or district staff in interviewing of final candidates, if so desired. d) Determine conditions of employment and salary offer; indicate to PROACT SEARCH the conditions for contract negotiations, if so desired. e) Make decision on successful candidate using input received. |
| 9. Post Selection Activities | <ul style="list-style-type: none"> a) Handle search closing activities such as sending letters to all applicants and candidates or preparing letters for Board Chair's signature; preparing any required reports. b) Assist in relocation arrangements. c) Assist in clarifying roles and responsibilities, priorities, evaluation procedures and instruments. (optional) | <ul style="list-style-type: none"> a) Determine search closing procedures; receive final reports. b) Approve relocation arrangements. c) Hold retreat/meeting to clarify roles, responsibilities, priorities, evaluation procedures; establish performance assessment goals and objectives within 1-2 months after hiring or after retreat. |

This plan is also modifiable to meet the needs of District 200.

ADDENDUM 3:

CUSTOM SEARCH TEAM AND BIOS

PROACT proposes the search team managers to be Gary Solomon and Phil Hansen. Their biographies and contact information are listed below. Upon further discussion, this team may change to meet the needs of Oak Park and River Forest.

Gary Solomon • CEO • garyso@proactsearch.com • 800.944.6129

Mr. Solomon is the current Executive Vice President of PROACT Search and President of Synesi Associates, a group of successful, urban school reformers that joined together to define a framework for district and school level support services that are built to further the efforts of thoughtful school district and building level leaders. Under his leadership, Synesi has done work in the Recovery School District of New Orleans, the Louisiana State Board of Education, The East Baton Rouge Public School System, Kansas City, Missouri School District, and finally, Los Angeles Unified School District.

Before breaking out on his own, Gary Solomon served as Vice President of Sales and Marketing for The Princeton Review, and was responsible for rebuilding the sales organization into a senior consultative team focused on creating custom solutions in the areas of assessment, professional development and academic intervention. During his 6 years with The Princeton Review, where annual revenue goals were exceeded by an average 150%, Solomon was fortunate to do significant business in many of the top 50 urban districts in the country, and work with some of the best and brightest reformers in the K12 space. Among the Districts: Chicago, Philadelphia, Baltimore City, Prince Georges County, Baltimore County, Charleston, Anne Arundel County, New York, Los Angeles, and Denver.

A graduate of the University of Illinois, Solomon holds a Masters in Education Arts from Northeastern University, and resides with his wife, Pam, and three kids in north suburbs of Chicago. For the past several years, Mr. and Mrs. Solomon have been involved in a variety of different charitable activities and co-founded the DaVinci Foundation, and educational non for profit based upon renaissance ideals that was established to provide equitable high school opportunities for inner city students

Phil Hansen • VP, Operations • philh@proactsearch.com • 800.944.6129

Phil Hansen is a seasoned educator with an impeccable record rooted in Accountability. For fifteen years Phil taught history, before moving on to five years as assistant principal for the Chicago Public Schools (CPS), and then Director of Special Education in the southern suburbs of Chicago. In 1991 Phil took on the role of Principal at Clissold Elementary, a high performing Chicago Public school. In 1995 he became the CPS Director of School Intervention, before moving on in 1997 to take on the position of Chief Accountability Officer, where he served until 2002. At this time Phil was offered a position working for the Illinois State Superintendent as the liaison between CPS and the Illinois State Board of Education specifically focused on No Child Left Behind (NCLB) implementation throughout the state. Phil is currently working in New Orleans and Baton Rouge as the Vice President of Policy and Development for Synesi Associates.

Robert Schiller • Senior Associate • schiller@proactsearch.com • 800.944.6129

Prior to assuming the post as Superintendent of Education for the State of Illinois, Robert Schiller's career as an educator spanned 33 years in state, district, school and classroom settings.

Schiller's previous state experience includes service as Higher Education Assistant Authority for the State of Michigan, as well as Deputy State Superintendent in Delaware and Louisiana. Schiller holds four degrees, including a second Masters and Doctorate from the University of Pennsylvania. He is published widely with over 40 articles and has served on many national boards and advisory groups.

Robert has worked on searches for the Florida State Secretary of Education and Superintendents for Austin, Newark, Baltimore City SD, Racine, and Elgin School District U-46.

ADDENDUM 4:

RECENT SEARCHES

Over the past several years, our consultants have conducted the searches listed below for large urban, suburban and rural districts or organizations.

- Yorkville Community School District (IL) – *Superintendent Search, 2009.*
- Baltimore City Public Schools (MD) – *4 C-Level Searches, 2009.*
- Edison Learning Longwood Academy (IL) – *Principal Search (High School and Middle School Principals), 2009.*
- CIVITAS (IL) – *Principal Search, 2009.*
- Newark Public Schools (NJ) – *Administrator Searches (10), 2009.*
- Kansas City School District (MO) – *CFO Search, 2009. Enrollment: 27,000 students*
- EdisonLearning – *Regional Controller Search, 2009.*
- Edison Learning Caddo Parish (LA) – *Principal and 41 teachers, 2009.*
- Edison Learning Chicago (IL) – *Principal and 38 teachers, 2009.*
- Advance Baton Rouge (LA) – *Superintendent Search, 2009.*
- St. Louis Public Schools (MO) – *COO Search, 2009. Enrollment: 28,000 students*
- Chester Upland School District (PA) – *Principals Search (2), 2009. Enrollment: 4,500 students*
- Minneapolis School District (MN) – *Principals Search (2), 2009. Enrollment: 38,000 students*
- Austin Independent Schools (TX) – *Superintendent Search, 2008. Enrollment: 82,000 students*
- St. Louis Public Schools (MO) – *Superintendent Search, 2008. Enrollment: 28,000 students*
- Newark Public School s (NJ) – *Superintendent Search, 2008. Enrollment: 44,500 students.*
- Racine Unified School District (WI) – *Superintendent Search, 2007-2008. Enrollment: 21,000 students.*
- School District U-46 (Elgin, IL) – *Superintendent Search, 2007-2008. Enrollment: 41,000 students.*
- Los Angeles Unified School District (CA) – *Executive Team (5) Search, 2007. Enrollment: 730,000 students.*
- Portland Public School s (OR) – *Superintendent Search, 2007. Enrollment: 46, 000 students.*
- Malaika Early Learning Center (WI) – *Director Search, 2007.*
- Florida State Board of Directors (FL) – *Florida State Commissioner of Education Search, 2007.*
- Baltimore City Public School System (MD) – *Chief Executive Officer Search, 2007. Enrollment: 85, 000 students.*
- Los Angeles Unified School District (CA) – *Food Services Director Search, 2006. Enrollment: 727,000 students.*
- Cleveland Municipal School District (OH) – *Executive Directors (2) Searches, 2006. Enrollment: 66,000 students.*
- Toledo Public Schools (OH) – *Superintendent Search, 2006. Enrollment: 30,000 students.*
- School District of Kansas City (MO) – *Superintendent Search, 2006. Enrollment: 28,000 students.*
- Aurora Public Schools (CO) – *Superintendent Search, 2006. Enrollment: 33,000 students.*
- St. Paul Public Schools (MN) – *Superintendent Search, 2005-2006. Enrollment: 41,000 students.*
- Delaware School for the Deaf (Wilmington, DE) – *Head of School and School Leaders (3) Searches, 2005. Enrollment: 600 students.*
- National Heritage Academies (MI) – *Five Heads of School Searches in Brooklyn, Michigan, Ohio and New York, 2005.*
- Duke Ellington High School of the Arts (DC) – *Head of School Search, 2005. Enrollment: 500 students.*
- Columbus Public Schools (OH) – *Chief Financial Officer/Treasurer Search, 2005. Enrollment: 60,000 students.*
- Indianapolis Public Schools (IN) – *Superintendent Search, 2005. Enrollment: 39,000 students.*

- Savannah-Chatham County Public Schools (GA) - *Superintendent Search, 2005. Enrollment: 35,000 Students.*
- School District of Hillsborough County (FL) - *Superintendent Search, 2005. Enrollment: 190,000 students.*
- East Baton Rouge Parish School System (LA) - *Chief Academic Officer Search, 2004. Enrollment: 45,000 students.*
- Norfolk Public Schools (VA) - *Superintendent Search, 2004-2005. Enrollment: 36,000 students.*
- St. Louis Public Schools (MO) - *Superintendent Search, 2004. Enrollment: 36,950 students.*
- Montgomery Public Schools (AL) - *Superintendent Search, 2004. Enrollment: 33,000 students.*
- District of Columbia Public Schools (DC) - *Superintendent Search, 2004. Enrollment: 65,000 students.*
- Buffalo Public Schools (NY) - *Chief Financial Officer, 2003 - 2004. Enrollment: 42,000 students.*
- Portland Public Schools (OR) - *Superintendent Search, 2003 - 2004. Enrollment: 50,000 students.*
- Seattle Public Schools (WA) - *Superintendent Search, 2003. Enrollment: 47,000 students.*
- Memphis City Schools (TN) - *Superintendent Search, 2003. Enrollment: 118,000 students.*
- Marquette University (WI) - *Law School Dean Search, 2002-2003.*
- Excelsior College (NY) - *Vice President-Academics Search; Dean of Business and Technology Search, 2002- 2003.*
- Beginning with Children Foundation (NY) - *School Principal Search for Beginning with Children Charter School and School Director Search for Community Partnerships Charter School in Brooklyn, NY, 2003.*
- Cincinnati Public Schools (OH) - *Superintendent Search, 2002. Enrollment: 42,500 students.*
- Illinois State Board of Directors (IL) - *State Superintendent Search. Enrollment: 900 school districts; 2,000,000 students.*
- Beacon Education Management, Inc. (MA) - *Director of Education/ Vice President-Academics Search, 2001; Charter School Principals (10) Search, 2001.*
- Tucson Unified School District (AZ) - *Superintendent Search, 2000. Enrollment: 63,000 students.*
- Cleveland Municipal School District (OH) - *Transportation Director Search, 1999, Human Resources Executive Director Search, 1999, Safety and Security Director Search, 2000. Enrollment: 70,000 students.*
- Inglewood (CA) Unified School District - *Superintendent Search, 1999- 2000. Enrollment: 19,000 students.*
- Toledo Public Schools (OH) - *Superintendent Search, 1999- 2000. Enrollment: 40,000 students.*
- Pittsburgh Public Schools (PA) - *Superintendent Search, 1999- 2000. Enrollment: 40,000 students.*
- Oakland Unified School District - *Superintendent Search, 1999- 2000. Enrollment: 53,000 students.*
- Providence Public Schools (RI) - *Superintendent Search, 1999. Enrollment: 26,000 students.*
- Colorado Association of School Boards - *Executive Director Search, 1999. Membership: 171 School Boards.*
- Seattle Public Schools (WA) - *Chief Academic Officer Search, 1998-1999. Enrollment: 48,000 students.*
- New Orleans Public Schools (LA) - *Superintendent Search, 1998-1999 and 2002-2003. Enrollment: 82,000 students.*
- St. Paul Public Schools (MN) - *Superintendent Search (subcontractor to NSBA), 1998. Enrollment: 45,000 students.*
- Milwaukee Public Schools (WI) - *Superintendent Search, 1997. Enrollment: 106,000 students.*

ADDENDUM 5:

PROFESSIONAL REFERENCES

Below, please find five professional references. Further references available upon request.

Dr. Ann Miller

Chief Human Resources Officer, Newark Public Schools
amiller@nps.k12.nj.us
(973) 733-7333

Dr. Clifford Janey

Superintendent, Newark Public Schools
cjaney@nps.k12.nj.us
(973) 733-7333

Dr. Andres Alonso

Superintendent, Baltimore City Public Schools
AAlonso@bcps.k12.md.us
(410) 396-8898

Dr. Kelvin Adams

Superintendent, St. Louis Public Schools
kelvin.adams@slps.org
(314) 541-1165

Charlotte Placide

Former Superintendent, East Baton Rouge Parish School System
placide@cox.net

ADDENDUM 6:

EQUAL OPPORTUNITY STATEMENT

As a retained executive search firm, PROACT Search is generally the sole source of external candidates from which our client will select its new employee.

Recognizing this responsibility, PROACT Search and each member of its professional staff and of its associates make a special effort to ensure its clients have a diverse pool of candidates from which to select.

PROACT Search takes affirmative action to ensure equal opportunities are available to all employees and candidates without regards to sex, race, creed, religion, color, national origin, ancestry, pregnancy, marital status, economic status, sexual orientation disability, age or veteran status.

We comply with and also expect our clients to comply with the Americans with Disabilities Act (ADA) of 1990, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination act and any other State or Federal fair employment law.

We have a zero tolerance policy for harassment because of an employee's applicant's or contractor's race, sex, national origin, affectional preference, disability or age. We will take affirmative action to ensure PROACT Search will utilize to the maximum extent possible business owned and controlled by women and minorities.

PROACT Search has and will continue to devote significant time and reserves, both financial and human to the achievement of our affirmative action policy. Any employee or associate not complying with our policy and plan are subject to disciplinary actions. Likewise, contractors not complying with this policy will be subject to sanctions

Both Gary Solomon, CEO and Thomas Vranas, President are assigned to develop, coordinate and implement this affirmative action plan.

A handwritten signature in black ink, appearing to read "Gary R. Solomon".

Gary R. Solomon
CEO


ADDENDUM 7:

ADDITIONAL DISTRICT DOCUMENTATION

SECTION V
PROPOSAL REQUIREMENTS FORM

Below outlines the minimum content requirements to ensure consideration:

1. Eight (8) copies of proposal packet as well as an electronic version (.pdf) email to Gail Kalmerton, Clerk of the Board, gkalmerton@oprflhs.org.
2. Name, address and brief history of firm:
3. Identify key personnel by name and their qualifications;
4. Qualifications of the firm;
5. List five (5) references, preferably entities of comparable or larger size to Oak Park and River Forest High School (Please include a sample of past work.);
6. Include a detailed discussion of approach, methodology and how the project will be conducted and managed, with a detailed calendar designed to meet project deadline;
7. Include a cost proposal detailing personnel and all other costs associated with the project (Include options as appropriate);
8. Details of how stakeholder feedback will be collected and utilized in the process;
9. Disclosure of how many searches assigned personnel will be handling simultaneously.

Signed:  Name (printed): THOMAS VRANAS

Title: PRESIDENT Company Name: PROACT SEARCH, LLC

Address: 1245 WASHINGTON AVENUE, WILMETTE, IL 60091

Telephone Number: 800.944.6129 Date: 10/26/09

**SECTION VII
NON-COLLUSION AFFIDAVIT**

Oak Park and River Forest High School
District 200
201 North Scoville Avenue
Oak Park, IL 60302

STATE OF ILLINOIS

SS:

COOK COUNTY

The undersigned bidder or agent, being duly sworn, on oath says that s(he) has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value resulting from such sale.

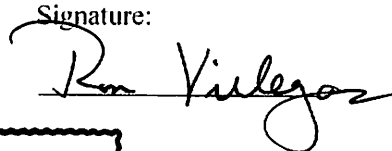

Bidder or Agent

For PROACT SEARCH
Firm or Corporation

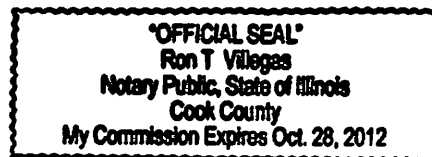
Subscribed and sworn to before me on this 23 day of OCT, 2009.

My commission expires:

OCT 28, 2012

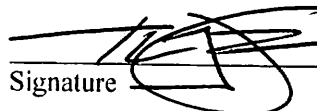
Signature:


Notary Public



CERTIFICATION

The Bidder hereby certifies that the bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.


Signature

SECTION VIII PROJECT QUALIFICATION FORM

Per The Oak Park and River Forest High School Board of Education, a responsible bidder is defined by meeting the following criteria and is able to submit evidence of such compliance. By signing this required form, the undersigned agrees that said bidder is responsible as defined below.

PREVAILING WAGE

The contractor shall comply with the present Prevailing Wage Act (820 ILCS 130) which provides that no less than the prevailing rate of wages, as founded by the Department of Labor, shall be paid to all laborers, workmen and mechanics performing work on this contract. The most current list of prevailing wages can be obtained without charge by writing the Conciliation Mediation Service, Illinois Department of Labor, 705 Stratton Office Building, Springfield, Illinois 62706.

SEXUAL HARRASSMENT

Each Bidder certifies that he has complied with the requirement of 2-105 of the Illinois Human Rights Act (775ILCS5/2-105)-1257) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

DRUG FREE WORKPLACE

The bidder or contractor, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS580/3) that he shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies that he is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

NON-DISCRIMINATION AFFIRMATION


Vendors must assure that all persons employed by the vendor, and all applicants for such employment, will not be discriminated against because of their race, religion, nationality, gender, disability, physical characteristics or sexual orientation. Vendor must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission and the Equal Employment Opportunity Commission.

STRUCTURAL WORK ACT

Vendor shall comply with all pertinent provisions of the Structural Work Act, (Ill.Rev.Stat., ch. 48, pars. 60-69).

CONFLICT OF INTEREST

By signing below, vendor certifies that they are in accordance with the School Code, and the Public Officer Prohibited Practice Act, 50 ILCS 105/0.01 et seq., no Board of Education member or District employee shall be directly or indirectly involved or own an interest in any contract, work, or business of the District, or in the sale of any article by or to the District.

Signed:  Name (printed): THOMAS VRANAS
Title: PRESIDENT Company Name: PROACT SEARCH, LLC
Address: 1215 WASHINGTON, WILMOTTE, IL 60091
Telephone Number: 800.944.6129 Date: 10/26/09