

Executive Searches

Cooperative Educational Services

www.cestrumbull.org/searches



An effective, proven approach for districts hiring Superintendents, Assistant Superintendents, Principals and Central Office staff.



Preparation, guidance, support

Selecting a new school or district leader is one of the most, if not the most, important decisions that a Board of Education will make.

Finding your next leader, who will have a profound effect on the quality of education in your community for years to come, can be a daunting task, but with the proper guidance from the experienced team of professionals at Cooperative Educational Services (C.E.S.), the search will be pleasant, professional, and successful. ... We are an educational service agency with a mission to identify and provide quality educational opportunities for educators, students, families, and communities. No other Connecticut educational search firm is as committed to the success of schools as we are. And no national firm can match our combination of local expertise and coast-to-coast reach during the recruitment stage.

Engaging in a valid, reliable, rigorous, and proven process is the most valuable step a Board can take in selecting a new school leader.

Most interview techniques fall far short of expectations when attempting to determine if a candidate has “the right stuff.” Even behavioral interviewing techniques thought of as “cutting edge” produce a very low predictive validity of a new hire’s ability to perform. Some people are just better at getting a job than doing a job! ... The most reliable way to ensure candidates have the knowledge, skills, and talents you need is to create measurable performance criteria and evaluate if candidates have those factors in a competency-based interview. ... In addition to helping the Board of Education identify and secure a high-quality candidate, we build trust and confidence through a rigorous process based on the most current work in critical incident-based interviewing. Our consultants have trained with The Bryan Group (TBG), recognized experts in competency-based interview processes, to bring state-of-the-art behavioral science to the art of search selection.

Our team includes distinguished educational leaders who have performed numerous successful searches in urban, suburban, and rural school districts.

They are supported by an extensive team of professionals who facilitate a smooth, effective search process. C.E.S. employs teleconferencing technology so that cancellations are minimized, participation is maximized, and interviews are recorded and archived to allow viewing by Search Committee members unable to participate in the live interviews. We conduct local, regional, and statewide focus groups and community surveys — both in person and via remote technology.

Thank you for your consideration of our services. We hope to guide you through a successful leadership transition that is both human-centered and data-driven. I look forward to hearing from you.

Sincerely,

Charles Dumais, Ed.D.
dumaisc@cestrumbull.org
(203) 365-8801



A PROCESS TO FIT YOUR NEEDS

Overview

The rigorous process described below has proven its ability to generate high-quality candidates in a reasonable amount of time. During the entire process, communication to key stakeholders is ongoing, confidentiality is maintained, and candidates are provided with updates on their status. The process establishes measurable role proficiency, competency proficiency, and leadership styles that have predictive validity regarding future performance and incorporates the unique culture, values, and principals of the school district. The process can be customized to best meet your needs.



Phase I - Research

- Conduct a community-wide needs assessment via electronic survey and/or focus groups and key individual interviews
- Establish detailed and measurable superintendent performance criteria with Board
- Develop a leadership profile based on Board priorities and community feedback
- Prepare advertising copy



Phase II - Recruitment

- Develop and disseminate recruitment materials via email, university programs, proven job posting websites, organization newsletters, and professional networks
- Place print advertisements as requested by district
- Initiate contact with prospective candidates
- Pre-screen and process all application materials, ensuring completeness and viability



Phase III - Selection

- Screen application materials for the presence of detailed and measurable performance criteria
- Conduct pre-Board interviews of selected candidates as necessary
- Recommend candidates for initial Board interviews
- Structure interviews with Board
- Assist in initial and final interviews of candidates using detailed and measurable performance criteria
- If necessary, conduct an evaluation of the senior management team's capabilities (as a group) against the superintendent performance criteria
- Conduct credential verification, reference checks, and comprehensive professional background check
- Keep all candidates informed of their status
- Organize site visit for selected candidate as needed
- Plan appointment announcement with Board
- Prepare and distribute all related press releases



Phase IV - Transition

- Facilitate initial contract arrangements, if requested
- Provide assistance to superintendent to develop an entry plan
- Facilitate "retreat" on roles and responsibilities with superintendent and Board



WHAT MAKES C.E.S. DIFFERENT

Unlike other search firms, we ...

- Conduct an online survey in addition to conducting face-to-face focus groups to capture parent, employee and community input into the desirable traits for the new superintendent.
- Actively recruit specific individuals, each of whom we believe might be a good match for the district but might not otherwise be looking for a new position.
- Utilize an unparalleled database of more than 31,000 current emails for administrators, including more than 10,000 superintendents, nationwide.



- Leverage social media on several platforms to widely share posting information.
- Offer “informal conversation” opportunities for the Board to meet a few potential candidates as a means to encourage them to formally apply.
- Make extensive use of websites of professional organizations and university placement offices to advertise the position at no cost to the school district.
- Work directly with all university superintendent certification programs to develop the most complete candidate pool.
- Have access to the Connecticut certification Superintendents’ Hotline and advise out-of-state candidates on securing Connecticut certification.
- Provide a full team of experienced professionals and the resources of C.E.S. to ensure a quality search process and ease burden on district central office support staff.
- Follow up with the Board and the selected Superintendent throughout the year to ensure that the transition and entry to the district goes smoothly.
- Are a regional educational service center.
- Have the most experienced superintendent search team in Connecticut.



CLIENT LIST

Active Searches ~

Regional District #11 Superintendent Search (~200+)

Stacy Foster, Chairperson, 304 Parish Hill Road, Chaplin, CT, 06235

Connecticut Technical Education and Career System - CTECS Superintendent Search (~1,000+ students)

Ronke Stallings, Chief of Staff, 39 Woodland Street, Hartford, CT 06105

Old Saybrook Superintendent Search (~1,000 students) / GSI Search

Trevor Nichols, Board Chairman, 50 Sheffield Street Old Saybrook, CT 06475

Completed Searches ~

Plainville Community Schools Superintendent Search (~2,400 students) / GSI Search

Mrs. Lori Consalvo, Board Chair, Plainville Municipal Center, One Central Square Plainville CT, 06062 (860) 793 3200

West Hartford Superintendent Search (~9,600 students) / GSI Search

Dr. Lorna Thomas-Farquharson, Board Chairman, 50 South Main St., West Hartford, CT 06107 (860) 561-6600

New Hartford Superintendent Search (~400 students)

Ms. Penny Miller, Board Secretary, 530 Main St., New Hartford, CT 06057 (860) 379-8546

Regional School District #12 Superintendent Search (~800 students) / Custom Search

Mr. Gregory Cava, Board Chairman, 11A School St., Washington Depot, CT 06793 (860) 868-6100

Bridgeport Deputy Superintendent Search (~19,200 students)

Mr. John Weldon, Board Chairman, 45 Lyon Terrace, Bridgeport, CT 06604 (203) 275-1000

Fairfield Superintendent Search (~9,300 students) / GSI Search

Ms. Christine Vitale, Board Chairman, 501 Kings Highway East, Fairfield, CT 06825 (203) 255-8277

Wolcott Superintendent Search (~2,250 students)

Ms. Cynthia Mancini, Board Vice Chairman, 1488 Woodtick Road, Wolcott, CT 06716 (203) 879-8183

New Fairfield Superintendent Search (~2,300 students) / GSI Search

Ms. Samantha Mannion, Board Vice Chair, 3 Brush Hill Road, New Fairfield, CT 06812 (203) 312-5770

Regional School District #14 Superintendent Search (~1,800 students) / GSI Search

Mr. George Bauer, Chair, 5 Minortown Road, Woodbury, CT 06798 (203) 263-4330

Consolidated School District of New Britain Superintendent Search (~10,000 students) / GSI Search

Ms. Gayle Sanders-Connolly, Chair, 272 Main St., New Britain, CT 06051 (860) 827-2200

Intensive Education Academy Executive Director Search / GSI Search

Mr. Christopher Joplin, President, 840 North Main St., West Hartford, CT 06117 (860) 236-2049

Regional School District #8 Superintendent Search (~1,400 students)

Mr. Mike Morris, Board Chairperson, 85 Wall St., Hebron, CT 06248 (860) 209-9664

Mansfield Superintendent Search (~1,100 students) / GSI Search

Ms. Kathleen Ward, Board Chair, 4 South Eaglesville Road, Mansfield, CT 06268 (860) 429-3350

Stamford Human Resources Manager Search (~16,000 students)

Dr. Tamu Lucero, Superintendent, 888 Washington Blvd., Stamford, CT 06901 (203) 977-4676

Plainfield Superintendent Search (~2,100 students) / GSI Search

Ms. Christi Haskell, Board Chair, 651 Norwich Road, Plainfield, CT 06374 (860) 564-6403

Stratford Superintendent Search (~7,000 students) / GSI Search

Ms. Allison DelBene, Board Chair, 1000 East Broadway, Stratford, CT 06615 (203) 385-4210

Regional School District #13 Superintendent Search (~1,600 students) / GSI Search

Mr. Robert Moore, Board Chair, RSD #13, 135A Pickett Lane, Durham, CT 06422 (860) 349-7200

Ridgefield Superintendent Search (Medical Resignation) (~5,000 students)

Ms. Margaret Stamatis, Board Chair, 70 Prospect Street, Ridgefield, CT 06897 (203) 438-9218

List as of January 2024. To view updated index, visit www.cestrumbull.org/searches



COST OF SERVICES

Option 1: Traditional Interviews

Professional Consulting fee: \$13,500 *

- Including application collection and screening
- First and second interviews
- Site visit if required/requested
- Comprehensive background check
- Online advertising
- Search conducted again if selected candidate does not commence second year



Option 2: Guided Storytelling Interviews (GSI)

Professional Consulting fee: \$17,220*

- Including application collection and screening
- First and second interviews using Guided Storytelling Interview technique
- Site visit if required/requested
- Comprehensive background check
- Online advertising
- Search conducted again if full GSI search is conducted and selected candidate does not commence third year

Print advertising Estimate (Optional)

National print advertising, if desired by a search committee, is billed directly to the district and the cost is approximately \$2,000, which varies based on publication and scope. Most of our clients have relied on our extensive network and use of free professional websites in lieu of paid print advertising.

**Proposal fee is guaranteed for sixty (60) days from date of proposal.*



SEARCH TIMELINE

Sample timelines from beginning to end



These are approximate timelines based on previous C.E.S. searches. It is important to note that the timelines include a 90-day period from election to start date to accommodate contract obligations many current superintendents must uphold when leaving a district.

SAMPLE CUSTOMIZABLE TIMELINE

Task	Compressed (4 months)	Standard (7 months)
Select Search Firm	March 18, 2024	February 2, 2024
Board Orientation	March 23, 2024	February 16, 2024
Finalize and Distribute Recruitment Material	March 28, 2024	February 26, 2024
Conduct Focus Groups and/or Online Survey/Data Collection	April 8, 2024	March 14, 2024
Application Deadline	April 25, 2024	April 11, 2024
Selection of Candidates for Interview	April 30, 2024	April 17, 2024
First Round of Interviews	May 5, 2024	April 27, 2024
Second Round of Interviews	May 13, 2024	May 7, 2024
Site Visit (Optional)	May 22, 2024	May 20, 2024
Negotiate/Finalize Contract	May 27, 2024	May 27, 2024
Elect Superintendent	June 1, 2024	June 3, 2024
Superintendent Start Date	July 1, 2024	September 1, 2024

D
R
A
F
T





C.E.S. FINANCIAL INFORMATION

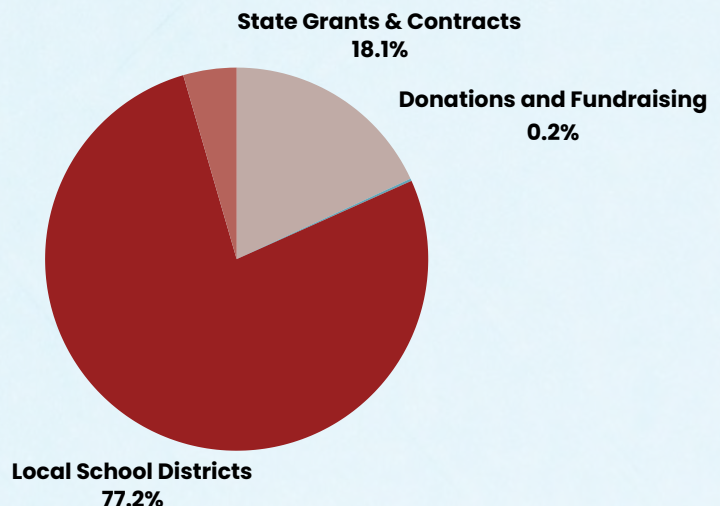
BUDGETS AS OF JULY 1, 2023

L = LOCAL S = STATE F = FEDERAL

Central Administration		
Administrative Services	1,290,331	L
Office of Executive Director	708,576	L
Executive Searches	91,185	L
Facility Cost Centers	4,210,162	L
Internet & Technology Services	1,205,162	L
Legal & Professional Costs	15,000	L
Office of Associate Executive Director	810,667	L
Public Relations and Marketing	101,214	L
5K Race	15,200	L
Interdistrict Magnet Schools and School Choice		
Enhancing Education Choices	536,761	S
/Opportunities		
Regional Center for the Arts	1,761,254	L,S
School Choice/ Transportation	1,569,544	S
Six to Six Magnet School	9,191,826	L,S
School Readiness Program	1,368,024	L,S
Professional Development Services		
Administration	670,891	L,S
CT REAP	153,180	L
Educational Leadership	112,553	L
Professional Development	856,112	L,S,F
Special Projects	918,262	S,F
Special Education		
Administration	831,428	L,S
Assistive Technology	128,383	L
Developmental Learning Center	950,462	L
- Summer		
DLC/Preschool Learning Center	13,919,372	L
Rise Transition Program	400,464	L
Therapeutic Day Program	10,488,800	L
Therapeutic Day Program - Summer	540,493	L
Special Education - Related Services		
Audio Maintenance	192,692	L
Medical	28,140	L
Physical Education	24,800	L
Professional Development	218,500	L
Behavioral Psychological Services	621,773	L

Special Revenue Funds		
WorkspaceCT	263,400	L
Transportation		
Transportation - LEA	1,305,896	L,S
Transportation - Elderly (Norwalk)	946,559	L,S,F

Actual Expenditures 2022-23	
Building Operations	6,353,601
Central Administration	3,596,441
Interdistrict Magnet Schools	9,921,931
Professional Development	2,300,468
Services	
Open Choice	2,038,300
School Readiness	1,302,041
Special Education	25,914,862
Title I,II,III,IV	203,918
Transportation	2,226,121
WorkspaceCT	280,714
Total Expenditures	54,138,396





THE C.E.S. TEAM

Charles Dumais, Ed.D.

Executive Director, Cooperative Educational Services
203-530-0232 / chipdumais@gmail.com / dumaisc@cestrumbull.org



Dr. Dumais joined C.E.S. in 2018. Prior to that, he served as the Superintendent of Amity Regional School District. Dumais, who has Bachelor's and Master's degrees in Physics, has chaired a science department, served as an assistant principal in Westport, and was Newtown High School's principal. He co-chairs the Technology Committee of the Connecticut Association of Public School Superintendents, serves as a superintendent consultant to the Connecticut Association of Schools Boards of Directors, and is an active member of several regional and national organizations, including the Connecticut Commission for Educational Technology. He oversees the C.E.S. team and the induction/entry plan for all newly hired administrators. He also ensures complete client satisfaction through feedback and evaluation.

David B. Erwin

Consultant, Cooperative Educational Services
203-592-0142 / erwin.david.b@gmail.com



Mr. Erwin has been working with C.E.S. since 2020 and has been superintendent of schools in several Connecticut districts over a 25-year span. He has a Bachelor's in Elementary Education and a Master's in Special Education. He has also served as an assistant superintendent, a middle school assistant principal and principal, and classroom teacher. He remains actively involved in state and national education organizations, serves as coordinator of the RESC Alliance, and has been an adjunct professor at Sacred Heart University teaching in the Administrative Preparation Program and Superintendent Preparation Program. He is also a trained administrator coach who works with newly hired superintendents.

THE C.E.S. SUPPORT TEAM

Christopher LaBelle

Associate Executive Director, Cooperative Educational Services
203-365-8827 / labellec@cestrumbull.org



Mr. LaBelle joined C.E.S. in 2005. He has nearly 25 years of educational experience, including nine years as an urban elementary school principal in Connecticut. LaBelle was the 2009 Magnet Schools of America Northeast Regional Principal of the Year. He is a veteran of the U.S. Army where he served as a military police officer. He holds a degree in Journalism and has worked professionally in public and community relations for one of Connecticut's largest hospitals. LaBelle has an active role in building-level administrative searches and participating in community focus groups for superintendent searches.



ABOUT C.E.S.



The C.E.S. Central Office is at 40 Lindeman Drive, Trumbull, Conn.

Cooperative Educational Services is one of the six Regional Educational Service Centers (RESCs) established by the state legislature to provide support and services to public school districts. CES, based in Trumbull, Conn., provides educational support and services to school districts and communities in Fairfield County. In addition to Executive Searches, the C.E.S. schools and programs include:

- **Regional Center for the Arts**, apart-time performing arts high school in Trumbull, Conn., for students throughout the region.
- **School Readiness**, an early childhood program serving 90 preschool children.
- **Six to Six Magnet School**, a regional magnet school in Bridgeport, Conn., for preschool through Grade 8.
- **Special Education**, a division with a variety of programs for serving more than 300 students per year.
- **Professional Development Services**, a division providing professional learning and coaching to educators statewide.
- **Open Choice**, an interdistrict program that matches students in urban areas with spots in suburban school districts.
- **WorkspaceCT**, a multi-use facility in Bethel, Conn., that offers educational opportunities to schools and communities.

Learn more about the agency at www.cestumbull.org.

