35200 Little Mack - Clinton Township, MI 48035 ~ High School Conference Center

PUBLIC NOTICE OF MEETING

Clintondale Board of Education
Special Board Meeting at 6:30 p.m.

Mr. Jared Maynard, President

March 30, 2026

Individuals with disabilities who require auxiliary aids or services to participate in the meeting must notify the District by contacting Alexandra Hichel, Director of Communications, by one of the following methods: U.S. mail 35100 Little Mack Avenue, Clinton Township, Michigan 48035, email: hichela@clintondaleschools.net or call 586-791-6300, extension 3055, at least one week prior to the scheduled meeting or call as soon as possible.

Proposed minutes of the above meetings will be available for public inspection during regular business hours, at 35100 Little Mack, Clinton Township, MI not more than eight business days after said meeting, and approved minutes of said meeting will be available for public inspection during regular business hours, at the same location, not more than five business days after the meeting at which they are approved. Copies of the approved minutes will be available for public inspection at the same location and on the District Board of Education webpage. Copies of the minutes shall also be available at a reasonable estimated cost.

This notice is given in compliance with Act. No. 267 of the Public Acts of Michigan, 1976.

District policy requires nondiscrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, English proficiency, handicap, or disability, height or weight, in its programs, services, activities, employment, or admissions policies. The following persons have been designated to handle complaints, questions, etc.: Mr. Andrew Lewis, Title IX, 35100 Little Mack Clinton Township, MI (586) 791-6300, Mrs. Dawn Sanchez, Section 504, 35100 Little Mack, Clinton Township, MI (586) 791-6300, and Mr. Kenneth Janczarek, Title II, The Age Act, Title VI, 35100 Little Mack, Clinton Township, MI (586) 791-6300.

AGENDA

The following order of business may be changed by majority vote of the Board at any meeting.

March 30, 2026, Special Board Meeting 6:30 p.m.

35200 Little Mack - Clinton Township, MI 48035 ~ High School Conference Center

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ALSO IN ATTENDANCE

AGENDA

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

NON-CONSENT ITEMS - #1-2

1. **Closed Session**
2. **Superintendent Selection Process Discussion**

GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

ADJOURNMENT

AGENDA

The following order of business may be changed by majority vote of the Board at any meeting.

March 30, 2026, Special Board Meeting 6:30 p.m.

35200 Little Mack - Clinton Township, MI 48035 ~ High School Conference Center

MISSION STATEMENT - "Clintondale Community Schools will provide an academic environment that prepares our diverse student body to reach its fullest potential and become productive members of society."

CALL MEETING TO ORDER Meeting began at: _____

PLEDGE OF ALLEGIANCE

ROLL CALL

Jared Maynard	Lisa Valerio-Nowc
Barry Powers	Ava McDowell
Kurt Wilson, Sr.	Lisa Wilson
Diane Zontini	

ALSO IN ATTENDANCE

AGENDA - The Superintendent recommends that the Board approve the agenda as submitted or amended.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

We encourage you to voice your opinion on topics on the agenda. Please stand and be recognized by the Chairperson, and state your name and address before commenting. To provide the opportunity for all to participate, Board policy limits each individual to three minutes. To ensure due process and respect of individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual(s) or specific incident is best handled through administrative channels. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments. Speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible.

NON-CONSENT ITEMS - #1-2

1. **Closed Session** - It is recommended by the Board President that the Board enter into Closed Session per Section 8(1)(h) of the Open Meetings Act to discuss attorney-client privilege information.

   Motion by _____ Support by _____ Y _____ N _____ Ab _____

2. **Superintendent Selection Process Discussion**

Motion by _____ Support by _____ Y ____ N _____ Ab _____

GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

We encourage you to voice your opinion on topics not on the agenda. Please stand and be recognized by the Chairperson, and state your name and address before commenting. To provide the opportunity for all to participate, Board policy limits each individual to three minutes. To ensure due process and respect of individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual(s) or specific incident is best handled through administrative channels. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments. Speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible.

ADJOURNMENT

Motion by: _____ Support by: _____ Time: _____

35100 Little Mack, Clinton Township, Michigan 48035-2633
Phone: (586) 791-6300 · Fax: (586) 791-6786
HYPERLINK "http://www.clintondaleschools.net"
www.clintondaleschools.net

BOARD OF EDUCATION
Jared Maynard, President
Lisa Valerio-Nowc, Vice-President
Ava McDowell, Secretary
Barry Powers, Treasurer
Kurt Wilson, Sr, Trustee
Lisa Wilson, Trustee
Diane Zontini, Trustee

Superintendent
Kenneth Janczarek

To: Board of Education

From: Jared Maynard, President, CCS Board of Education

Date: March 26, 2026

Subject: Superintendent Search

Dear Board Members,

As a Board of Education, we are required under law to carry out certain statutory responsibilities, one of which is to select and evaluate a Superintendent for the district, as outlined under applicable sections of the Michigan Revised School Code.

This agenda item is intended to allow the Board to determine the approach it wishes to take in filling the Superintendent position. The accompanying packet outlines several available options, summarized below:

- **Direct appointment of a qualified candidate**, as permitted under **MCL 380.1246** (this was the recent approach of the Grosse Pointe School District).
- **Direct appointment of a non-qualified candidate** with a temporary permit, as also provided under **MCL 380.1246**.
- **Internal search** conducted by district personnel, similar to the process used by the L'Anse Creuse School District.
- **External search** conducted through one of the three professional firms from which I obtained proposals at the Board's request.

Included in this packet are the three proposals for superintendent search services. I encourage all members to review both **MCL 380.1246** and the enclosed materials before the upcoming meeting.

Please note that time is of the essence—if a Superintendent is not in place when the current contract ends, the State of Michigan may impose penalties. The Board's selected process should therefore take this timeline into careful consideration.

Sincerely,

Jared Maynard
President, Clintondale Community Schools Board of Education

CLINTONDALE Community School District
WE ARE ALL DRAGONS!

Jared Maynard [redacted]

Superintendent Search Proposal, Clintondale Community Schools

Vahn Phayprasert [redacted]
To: [redacted]

Fri, Mar 20, 2026 at 12:54 PM

Dear Board President Maynard,

Please see attached and linked below our proposal to Clintondale Community Schools Board of Education for consideration as the firm to assist in hiring your new district leader. I, Vahn Phayprasert and along with Dr. Connie Collins, would constitute the search team should our firm be selected. HYA possesses the experience and a proven track record of success throughout Michigan and the nation to lead this superintendent search process in partnership with the Board.

Our Clintondale Community Schools Superintendent Search Proposal is attached and accessible via the link below:

https://docs.google.com/document/d/12ois83DOpdPy5JWYEChJiDsEs_Iy1x_hGId1-rrBFGE/edit?usp=sharing

We extend our sincere gratitude for the opportunity.

Kind regards,

Vahn, HYA Associate

HYA

Vahn Phayprasert
Associate
[redacted]

Clintondale Community Schools Superintendent Search Proposal - Google Docs.pdf
7152K

HYA | EDUCATION EXPERTS

Clintondale Community Schools

SUPERINTENDENT SEARCH PROPOSAL

March 20, 2026

HYA Corporation
909 W. Euclid Ave #926, Arlington Heights, IL 60006
Tel 847.250.7261 • www.hyasearch.com

March 20, 2026

Dear President Maynard and Clintondale Board of Education,

Thank you for the opportunity to present this proposal overview outlining the services Hazard, Young, Attea & Associates (HYA) can provide to the Clintondale Community Schools in your search for a new superintendent. What sets HYA apart from other educational search firms?

Extensive Local Knowledge: HYA has led more than 1,950 successful superintendent searches nationwide, including numerous searches within the midwest region. Our team brings recent, relevant experience in Michigan. We guarantee a smooth and compliant process, as our team has extensive knowledge of Michigan-specific laws regarding superintendent recruitment, candidate confidentiality, and the open meetings act.

Innovative Board Portal: Clear communication and efficient organization are essential to a successful search. HYA's secure, web-based portal provides the Board with real time access to all search related documents. This confidential and user friendly platform ensures that every aspect of the process is organized, transparent, and seamless from start to finish.

Proactive Recruitment: At HYA, we don't rely on the traditional "post it and they will come" method. Instead, we proactively seek out and recruit high quality candidates who align with the specific needs and priorities outlined in your Leadership Profile Report that we create. Our proven expertise and recruitment strategies give us confidence that we will identify a highly qualified superintendent to lead your district.

We believe the value HYA offers is unmatched; by choosing us, the district gains:

- Strong recruitment strategies and an extensive network.
- Access to HYA's Candidate Search Dashboard for real-time updates.
- A customized search tailored to the needs of the district.
- A commitment to stay with you until a superintendent is successfully placed, at no additional cost if the search is extended or reposted.
- A one-year guarantee: If the superintendent leaves within one year, we will conduct your next search at no cost.

Our proposal outlines a standard search process; however, every HYA search is customized to align with the unique needs and priorities of your district and Board. We look forward to meeting you, and the opportunity to work with you in finding your next superintendent.

Sincerely,

Vahn Phayprasert — Constance R. Collins

Mr. Vahn Phayprasert
HYA Associate

Dr. Constance R. Collins
HYA Senior Associate

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Search Firm and Associate Contact Information

Vahn Phayprasert, M.A.Ed.
[redacted]

Ms. Ellen Rasar, Project Manager
[redacted]

Connie Collins, Ed.D.
[redacted]

HYA Corporation
[redacted]

INTRODUCTION

One of the most important decisions a school board will ever make is to choose a new superintendent. As the school district's chief executive officer, the superintendent is responsible for providing district-wide leadership, implementing the school board's policies, and supporting the school board's priorities. Most importantly, effective superintendents ensure that all students are learning at high levels. Hiring the right superintendent — someone who possesses the skills and attributes needed to help achieve your school district's vision, strategic priorities, and student success — requires time, thoughtful planning, and sound recruitment and employment processes and procedures.

Hazard, Young, Attea & Associates, (HYA) proposes to conduct a national search for talented and highly qualified candidates for the position of Superintendent of Schools for the Clintondale Community Schools (hereinafter referred to as District).

HYA is pleased to present the School Board of Clintondale Community Schools with this proposal for executive search services. As an alternative to traditional search firms, HYA brings a strong school board perspective to every search, with a vested interest in the outcome to help your school board find and hire the best person to serve as your district's superintendent. This document serves to clearly outline the specific services, deliverables, and costs proposed for the District.

FIRM INFORMATION

HYA has more experience in identifying quality education executives than any other firm in the industry. The fact that the firm has assisted Boards with successful selections in more than 1,600 searches with student enrollment ranging from less than 500 students to upwards of 640,000 is no accident. HYA began working with rural, urban and suburban school Boards 35 years ago in an effort to assist them in recruiting highly qualified candidates and finding a leader that is the right fit for the district. HYA's success is about people: our Associates, their extensive contacts, and the Boards we assist. We build relationships with each new search, expanding our reach and our record of success.

The large quantity of searches our firm conducts per year puts us at a competitive advantage. The search volume places our firm and its Associates in more frequent contact with potential candidates, many of whom may not be actively seeking employment but are then known to the Associates and can thus be recruited when or if an appropriate position arises. In addition to your local HYA team, clients have a network of 100+ Associates from throughout the United States who assist with the firm's mission to provide aggressive,

thorough, and quality assistance to school Boards in need of identifying and recruiting highly qualified executives for superintendencies and other administrative positions.

HYA has been committed to engaging a diverse cadre of associates and candidates ever since it was established in 1987. Many HYA associates have served and/or currently serve as members of and Board of Directors of ALAS (Association of Latino Administrators and Superintendents), NABSE (National Alliance of Black School Educators) and other associations across the country. HYA is proud of the diversity of candidates hired with its assistance, including individuals of varied gender, race, ethnicity, culture, and religious background. HYA commits to identifying, supporting, and placing school and district leaders of color and gender who have long been historically underrepresented in these posts.

Most importantly, HYA-led searches are based on one core premise: all searches are conducted through the lens of school board leadership. We understand and prioritize the needs of the board, the students, and the District itself, above all else. Also throughout the search process HYA will professionally handle every detail and guide the school board through the process, allowing the Board to concentrate on the most important aspects of the search – interviewing the most qualified candidates and selecting the next leader of the Clintondale Community Schools.

SCOPE OF SERVICES



Engage Phase

HYA takes great pride in its commitment to community engagement and thoroughness of the processes used to gather input. The firm has a strong reputation for deep and meaningful engagement through its stakeholder forums, community interest group meetings and individual interviews. HYA also employs a research-based survey tool that is customizable and available in world languages. There is a lot of science involved in crafting an effective and reliable survey; the resulting survey report is presented with disaggregated data by stakeholder groups and identifies the goals, needs and priorities of the school system along with the desired characteristics of its next leader. The Community and Leadership Profile Report is sophisticated and immediately publishable for your community.

HYA has a history of successful virtual/video-based engagement. HYA has extensive experience and expertise conducting video interviews, focus groups, forums, meetings, candidate presentations, meet and greets, and community Q&A sessions. In addition, the

firm has reported and presented to school Boards at public meetings and in closed sessions using the whole array of video platforms.

The Engage Phase is a disciplined and inclusive approach that seeks first to understand what the Board, students, staff, parents, and community members need and desire from their school district and Superintendent. HYA engages both internal and external stakeholders using virtual or face to face interviews, focus groups, forums, and surveys. The goal is to gather information from all stakeholders to identify the strengths of the district/community and current and foreseeable district/community challenges within a research-based framework to match the right leader with your school district.

Depending on the Board's selections for the Engage Phase, some of the most important deliverables include the following:

- 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.

- Provide for up to four individual consultant days for interviews, focus groups, and/or town hall meetings to gather by zoom or in-person input from constituent groups as decided by the Board.

- Survey community constituents electronically and provide a report of findings.

- Present a *Leadership Profile Report* to the Board, and propose *Desired Characteristics* based on the data from the survey, interviews with the District and community representatives, and other material made available to the associates.

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Recruit Phase

HYA uses a myriad of recruiting techniques to ensure all potential candidates are reached. Without spending a dollar on advertising, HYA clients know that they are getting immediate exposure through the HYA Active Searches page with over 25,000 page views per month and over 7000 leader candidates subscribed to our platform. In addition, HYA provides analytics on your job postings including how many views your job has received during a

specific period of time and the average amount of time your posting was viewed. No other firm has the infrastructure to provide this data to their clients.

HYA offers optional national and regional advertising packages. Given the volume of searches HYA conducts each year and our preferred pricing, our options provide our client districts national advertising packages at rates below what they could purchase in the marketplace. The costs are detailed in the advertising services schedule in the Signature Search Brochure.

In addition to national and regional advertising, HYA utilizes the firm's extensive national network of Associates. HYA Associates throughout the country are aware of outstanding Superintendents and aspiring Superintendents in their state and region and maintain close professional relationships with many educators and school district leaders who might be interested in making a job change or career move. HYA Associates have ongoing relationships with state and national superintendent organizations including AASA (The School Superintendent's Organization), ACSA (Association of California School Administrators), ALAS (Association of Latino Administrators and Superintendents) and NABSE (National Alliance of Black School Educators).

Associates are kept informed of the searches the firm is conducting and we seek recommendations from them regarding candidates who fit the profile being sought for that district. The proof of our recruiting network and efforts is the fact that approximately two thirds of the candidates ultimately selected by Boards with whom we work were recruited for the position rather than applied or self-nominated. The deliverables during the recruitment phase include:

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

Reference checking is one of the most important tasks in the search process. We begin with the informal references of referrals for potential candidates. Once an individual moves to the level of a potential candidate through the application process or through recommendations and recruitment efforts, we begin our vetting process. This includes

contacting the listed references on the application or provided by the candidate. While this step is necessary it is not sufficient as most candidates will provide references that will provide only highly favorable comments. We continue the vetting process by conducting comprehensive internet searches to review any public information regarding the candidates.

HYA Associates conduct confidential reference calls to obtain deep insight on any candidate that would be recommended to the Board for consideration. Given our network of Associates and many professional relationships, it is likely that we know someone who either knows the candidate directly or knows someone who knows the candidate. These references often provide confidential, hard-to-obtain information about the candidate that is invaluable in determining whether to recommend the candidate to the Board.



Select Phase

When the Associates present a select slate of candidates to the Board, the number of slated candidates is determined by the Board during the initial planning meeting. HYA believes that the Associates are responsible for supporting the School Board in all phases of the search. This is particularly true during the interview process with the semi-finalists and finalists because the Board should be focused on assessing the candidates, not managing logistics. The Associates are available throughout the interview process and will facilitate a debriefing session after the interviews to discuss what the Board learned about the candidates. It is the Board's decision and sole discretion to hire or not hire a particular candidate and the Board takes responsibility for that decision.

Some of the specific deliverables during this phase include:

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

- Communicate with all unsuccessful candidates at the close of the search and the appointment of the new superintendent;
- Assist the Board in announcing the appointment of the new superintendent.

In preparation for the Interview, the Associates will solicit questions, hypothetical situations and/or topics of interest, identified by the Board as desirable topics of discussion for the Board's initial round of interviews with the candidates. The feedback is used to develop an interview "script", which will be reviewed and revised and later used by the Board for the first round of interviews. It should be noted that second round interviews are generally unscripted and designed to follow-up on topics and questions identified during the first-round interviews. Additionally, the Board may request portfolio materials, samples of correspondence or an activity for the finalists to complete to know the candidates better and to facilitate the decision making process. Interview preparation takes place prior to the slate presentation, or in a separate advance session, to prepare the Board for candidate interviews. Written guidelines and protocols ensure informative and comprehensive interviews. During this session, we will also cover the steps in the final stages of the search.

The Associates will facilitate each decision-making session of the Board, if desired. Such involvement permits more active engagement by all Board members in both the general search process and the specific dialogue regarding the candidate pool. In facilitating the decision-making process, HYA assists the Board in assessing the abilities of the respective candidates in relation to the leadership profile approved by the Board. HYA does not provide legal counsel relative to the Board's process for interviewing candidates. The Board will seek the advice from its attorney regarding the Board's process for interviewing candidates to comply with open meeting laws.

An additional step is recommended towards the end of the Select Phase, before any public announcement: executive due diligence. HYA highly recommends executive due diligence on the finalist(s). Executive due diligence involves an investigative background check(s) that may be conducted on the three candidates that the Board brings back for second interviews or the preferred candidate. The investigative background check(s) is conducted by an independent third-party entity and includes a review of criminal and civil court records, driving records, college degrees and university accreditations. The comprehensive package includes a news and social media review.



Transition Phase

The *Transition Phase* provides transition support to ensure a successful transition. From placing over 2,000 leaders, HYA knows how critical the transition phase is for success and longevity, setting the tone for trust, stability, and momentum. HYA Search Clients receive complementary enrollment in the *HYA Transition Academy* for their selected new leader (non-clients pay $4,500). This six month program will produce the following four essential deliverables to be presented to the board and shared with constituents:

- a 100-day plan to document specific actions the Superintendent will take during the transition period,
- Key Performance Indicators (KPIs) to measure progress, align communication and define school quality,
- an agreed upon evaluation process and instrument, and
- an assessment of the current strategic plan.

Topics are designed to coincide with the school calendar. For more information, please go to the Academies page of https://hyasearch.com/academy/.

At the conclusion of the Transition Academy, HYA offers the following optional services to be considered by the Board and if desired, paid for by the Board. Descriptions of optional services are included in the HYA Signature Search Brochure appendix.

Optional service options are: 1) Board Governance Training; 2) Superintendent Evaluation Facilitation; 3) Executive Coaching; 4) Strategic Planning and Dashboard for tracking progress and communicating success.

THE SEARCH TEAM & BIOS

HYA assigns an individual management team to each executive search that it conducts.



Vahn Phayprasert, M.A.Ed., Associate, HYA

Mr. Vahn Phayprasert is a proven educational leader with expertise in strategic planning, administration teams, board relations, and executive searches. With over 20 years of experience in education, Vahn has served as superintendent of schools, assistant superintendent of educational services, school principal, middle school dean of students (Millbrae School District - San Mateo County), and general education teacher.

During his tenure, Vahn's focus was on organizational equity work. He is noted for strengthening partnerships with community stakeholders, successful BOND and parcel tax passage, Professional Development for administration and most notable, awareness and implementation of a Social Emotional Learning (SEL) Program district-wide.
As superintendent of schools, Vahn led a systemic change process that resulted in a comprehensive strategic plan, administration collaboration, and improved board-teacher-administration relations through strategic collaboration, shared mission, vision and goals and alignment of district/school practices. In addition to his leadership roles, Vahn was a member of the Association of California School Administrators mentoring fellow administrators within his own district and across San Mateo County. Most recently, he served as the Head of IS/MS Schools at the Francis W. Parker School.



Connie Collins, Ph.D., Senior Associate, HYA

Dr. Constance "Connie" brings experience in school and district leadership and organizational change. Prior to becoming an associate with HYA, Dr. Collins served as an administrator in a number of school districts with varied economic conditions and challenges in both urban and suburban school districts in Illinois and across the nation. Most recently, Dr. Collins served as Interim Superintendent for Lake Forest School Districts 115 and 67. She was also an award winning superintendent in Round Lake Community Unit School District 116 and Oak Park District 97. Over the last decade Dr. Collins' work has been recognized through several awards, recognitions and presentations: Phi Delta Kappa Recognition of Extraordinary Dedication and Commitment to Education; National Council on Educating Black Children Educator of the Year;

Cognitive Concepts, Inc. Excellence in Education; Oak Park Villager of the Year Honorable Mention; Alpha Kappa Alpha Distinguished Women of Power; National Alliance of Black School Educators (NABSE) Phenomenal Woman; NABSE Co-Superintendent of the Year; and American Association of School Administrators Dr. Effie H. Jones Humanitarian Award. Superintendent Collins is a regular presenter for NABSE and is a Co-Founder/Director for Harrison-Williams Collins (HWC) Aspiring Superintendents Leadership Institute. She also annually awards the Jennifer Noelle Collins Performing Arts Scholarship to a talented musician.

She has recently led or co-led superintendent or assistant superintendent searches for highly successful districts including High School District 214 (IL), Montgomery County, Maryland; Upper Arlington, Ohio; Benton Harbor Area School District (MI), Michigan Dept of Ed State Superintendent, Proviso Township High School (IL), Oak Park District 97 (IL) and Oak Park and River Forest High School District 200 (IL.)

[redacted]

REFERENCES

HYA's reputation for effectiveness and integrity is extremely important. The following references were chosen because the searches were recent, in the state or because the district has a similar demographic profile to your district. In addition to the references listed below, an extensive list from 2021 -22 SY to present can be accessed here: 5-Year HYA Search History.

District | Enrollment	Contact Information
State of Michigan Supt of Public Instruction More than 1.3 million students, k-12	Liz Evans, State Board Executive [redacted]
Benton Harbor Area Schools (MI) 1,314 Students, K-12	Dashuna Robinson, Board President [redacted]
Oxford Area Community Schools (MI) 5,600 students, PK-12	Dr. Erin Reis, Board President [redacted]

Midland Public Schools (MI) 7,400 students, PK-12	Phillip Rausch, Board President [redacted]

Our references will attest that phone calls from Board members and the Superintendent are picked up or returned immediately regardless of the time of day. Emails are returned in a matter of hours, and questions are answered in detail. Our team works for you and with you.

ESTIMATED FEE

The professional services fee for Clintondale Community Schools' search as proposed is **$21,000** This includes the HYA search team's time and expenses, virtual or in person attendance at all search-related activities, stakeholder facilitation and summary report, Interviews, Focus Groups, Town Hall Meetings, development of vacancy brochure, statewide and national postings on jobs boards, all application procedures, applicant screening, finalist recommendations, board interview preparation, draft news releases, and HYA's Superintendent/Board Team Transition Seminar (6 months).

Optional enhancement of customized stakeholder involvement beyond the above services will be provided for $2,000. per day. These options would be added solely at the discretion of the school board and discussed in greater detail to help balance creating the most inclusive stakeholder involvement possible with the board's inherent role as the sole hiring authority for the position of superintendent.

In consideration for services, the District will pay to HYA & Associates a search fee of:

A. Consulting Fee for the search in the amount of **$21,000**

B. Associate Expenses: Travel (e.g., plane, train, automobile, food and hotel) shall be reimbursed by the Board. Mileage and food reimbursement are based on the current IRS guidelines. Utilizing Zoom for portions of the

search will reduce travel costs. Travel Costs $2,500 to $4,500 (not to exceed)

C. Optional Additional Advertisement pursuant to the Advertising Services Schedule found in the *Signature Search Process Brochure* of this proposal as selected and paid for by the Board.

D. Optional Background checks to the Executive Due Diligence Services Schedule found in the *Signature Search Process Brochure* as selected and paid for by the Board.

E. Printing and Shipping: HYA is a green corporation and provides all search materials online. If the Board requests hard copies of the materials, the district will be invoiced to cover the costs of any printing, binding and shipping of materials.

The total fee is due in two installments:

50% will be invoiced upon execution of the contract/letter of agreement
50% will be invoiced upon presentation of the slate

Details of the proposed services as Included in the fee are outlined below. Optional Enhancements are also outlined below, and are available at the request of the Board.

Detailed Service Chart – Included in Fee and Optional Enhancements:

Service	Included in Fee	Optional Enhancements
On-site/Virtual Associate Days	Attendance at all Board and/or community search related activities including: 1. Planning Meeting 2. Presentation of Leadership Profile Report 3, Community engagement sessions 4. Presentation of the slate 5. Candidate Interviews	Additional on-site associate days may be arranged as selected and paid for by the Board.
Community Engagement	Engagement sessions for Interviews/ Focus Groups/Town Hall Meetings, as decided by the Board. Research-Based Survey & Survey Report Leadership Profile Effective Superintendents White Paper	Add customized questions up to 3 open-ended and 10 forced questions for $1,500. Professionally translated (not Google Translate) survey in world languages for $550 per language.
Advertising	Listed on HYA's active searches webpage (**25,000+ pageviews per month**) Full webpage dedicated to your search K12JobSpot posting (for the length of the search) Postings on HYA's social media accounts	Additional Advertising Services in the Signature Search Brochure details, options range from $720 - $4,400.

Service	Included in Fee	Optional Enhancements
Recruitment	HYA's effective recruitment: Continuous Active Recruitment Board Portal providing access to all search process documents, resources and candidate applications All application procedures Applicant screening Finalist recommendations Board interview preparation Draft news releases	
Background Check	HYA Associates screen and conduct reference checks on candidates.	See Due Diligence Services in the Signature Search Brochure for details, optional background check enhancements, which are $1,100 or $1,950 per candidate.
Transition Services	HYA will provide a Superintendent/Board Transition Seminar during the first year of employment. ($4500. value - no additional cost to the District upon placement of HYA recommended candidate.)	In-Depth Coaching of new Superintendent for 1-2 years upon placement. (negotiable)
Followup Services		HYA also offers expert consulting services in data analysis, strategic planning, curriculum development, instructional improvement, and professional development. We can discuss future needs with the Board.

Other Considerations:

If the Board chooses to reimburse candidates for travel for interviews, candidates will submit the expenses directly to the District for reimbursement.

HYA is a green corporation and provides all search materials online. If the Board requests hard copies of the materials, the district will be invoiced to cover the costs of any printing, binding and shipping of materials.

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.

HYA can collaborate with and support community/public relations personnel and district vendors at a rate of $300/hour.

HYA can collaborate with and support the district's legal counsel at a rate of $300/hour.

HYA can research and present a comparative salary range with a letter of reasonableness for a fee of $2,500.

GUARANTEES

Satisfaction

HYA conducts all superintendent searches from a strong school board perspective, and with impartiality and professionalism while focusing on the board's identified hiring criteria and leadership profile.

Fixed Price

Throughout the search process the Associates will be available to counsel with the Board about the search. We pride ourselves on the service we provide to the Board during the search.

Services and pricing detailed in this proposal are valid for 90 days from the date of opening. Services are rendered within 14 days of Board approval.

Client-Satisfaction

If the Superintendent departs from the position during the first year and a majority of the Board by vote is still in place, HYA will recruit new candidates for the Board at no additional cost barring new direct expenses. This applies to HYA-slated candidates.

TENTATIVE SEARCH TIMELINE

This proposed Calendar is subject to the appointment date of HYA as the District's search firm and based on the successor superintendent starting **July 1, 2026.**

This draft is meant for illustrative purposes only and to assist with the planning process. HYA will develop a specific timeline with the School Board at the Planning Meeting. Please note that these meetings can be scheduled in person or virtually.



Tentative Timeline of 10-12 weeks is subject to revision and approval by the Clintondale Board Members

Dates	Events
March 2026	Board Reviews/Interviews for Search Firm Selection
Development and Recruit Phase March/April 2026	• Individual Board Interviews Regarding Desired Characteristics • Development of Leadership Profile Survey for Community and Staff • Focus Group and Town Hall Meetings Held • Leadership Profile Report Made Public (online) • Application/Advertising goes live • Recruit Candidates throughout application process that fit profile
March/April 2026	• Conduct Extensive Reference Checks • Screen Candidates for Board Interview Slate • Correspond with Candidates

Select Phase: May/June 2026 May/June 2026	• Present Slate of Candidates to Board • Screening of Candidates Shared with Board • Board Interviews - Semi-finalists • Board Finalists Interview • Select/Appoint Superintendent • Transition Process Can Begin Before July 1, 2026
Transition Phase: July 1, 2026	• New Superintendent Officially Starts • Transition Phase* includes Transition Academy (6 Sessions) Executive Coaching and Superintendent/Board Goal Setting

Samples:

HYA advertises all jobs on the HYA website and social media pages, including LinkedIn, Facebook, Instagram, X.

Additionally, HYA offers advertising through traditional publications such as the following, to name a few : AASA, Ed Week, ALAS, NABSE, EdCAL, ACSA



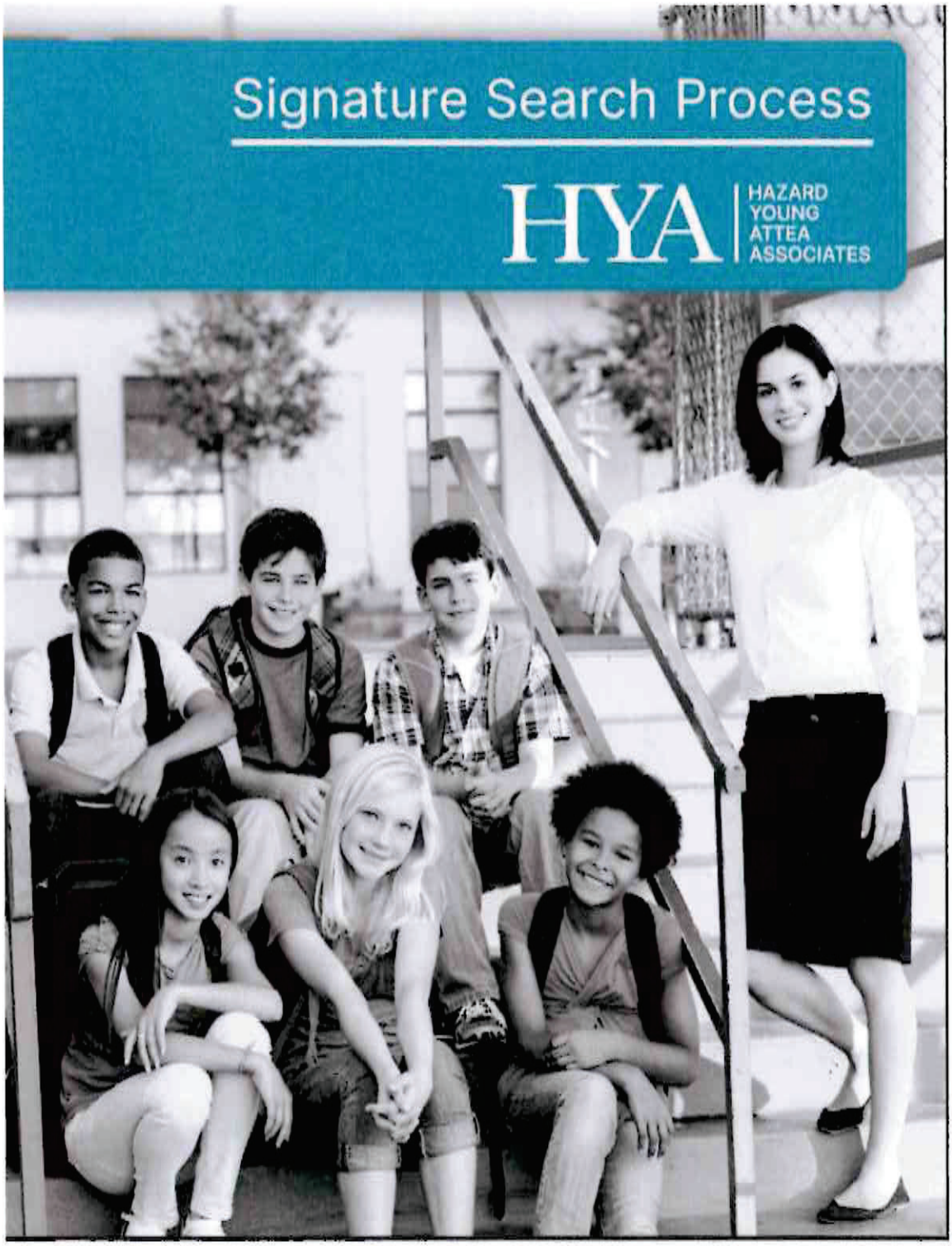




Sample Reports:

HYA would utilize the Leadership Profile Report outlining the findings from focus groups, interviews, and surveys, identifying the strengths, challenges, and desired characteristics of the next superintendent to share with Candidates so that they have an understanding of the district's desired characteristics so they can determine if they are the best fit for the district.

APPENDIX A HYA Signature Search Process



The HYA Difference

National Reach – Local Focus

Established in 1987, HYA is one of the oldest and largest education search firms, having assisted more than 2,000 school boards across the nation, in large and small, urban and rural school systems, select exceptionally talented leadership. HYA's reputation and experience make it one of the preeminent executive search firms for education in the nation and a standard which others often emulate. HYA Associates are located across the country to conveniently serve its clients and are thus uniquely qualified to bring local - as well as national - perspectives, knowledge, experience, and connections to each search.

Communication

Communication and organization are critical to successful searches. HYA uses web-based delivery systems that give their clients anytime, anywhere access to all documents regarding their search. Whether through a tablet, smart phone, laptop or desktop computer, the Board and search associates have confidential access to all information associated with their search in an organized, transparent, and timely manner.

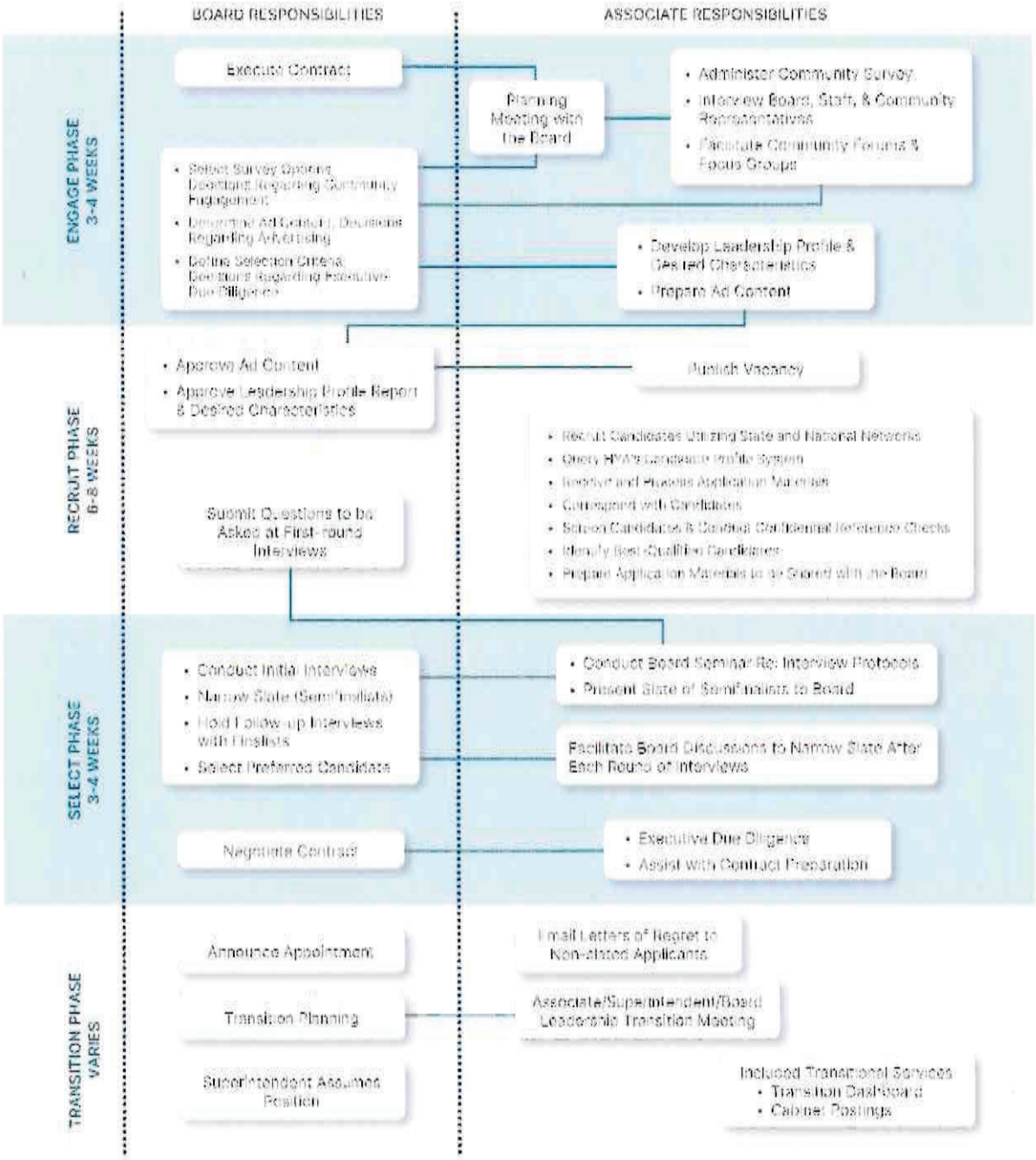
Executive Oversight

Every HYA search has executive oversight by a project manager to ensure all details are carefully managed. HYA has full-time professionally staffed offices and a technological infrastructure. The HYA tech team serves as a resource to school systems for linking the online community survey and other search materials to their website.

Research Based

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

HYA Signature Search Process



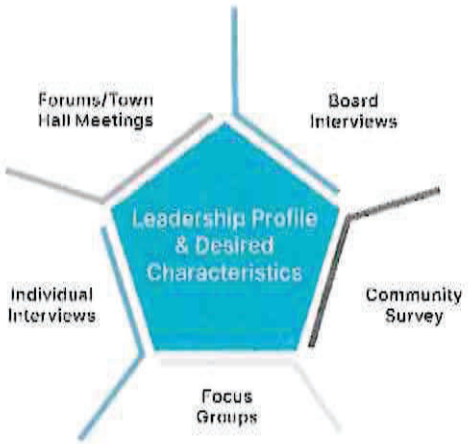


The Four Phases of HYA's Signature Search

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

Engage

The Engage Phase consists of designing and planning a process of engaging the Board and stakeholders through interviews, online surveys (available in world languages), community forums and focus groups. Information from these interactions assists the Board in developing a leadership profile and desired characteristics that match the priorities of the community and that meet the unique needs of the local school system. This disciplined, inclusive and research-based approach ensures all stakeholders have the opportunity to be a part of the search process and provides valuable feedback about the school district based on HYA's local research and professional understanding of the district's standing in the broader marketplace. Survey information is detailed on page 7 of this brochure.





Recruit

The Recruit Phase consists of leveraging HYA's extensive national network of Associates and incorporating advertising strategies (information detailed on pages 8 and 9 of this brochure) that results in the identification and recruitment of exceptionally talented leaders. HYA can also recruit non-traditional candidates, i.e. executives that have worked in business, military, private or public sector. HYA works in close partnership with state and national organizations with numerous Associates serving on those Boards.



Select

The Select Phase consists of providing the Board with a slate of candidates that were interviewed by HYA Associates using the Leadership Profile established by the Board. HYA's Associates are committed to spending the necessary time and energy on the details to find the right candidates to bring to the Board. The search team then facilitates the Board interviews and appointment process including reviewing candidates' references. HYA's ability to gain important background information regarding candidates - beyond what appears on an individual's resume - is a unique and distinguishing characteristic of HYA, and is attributable to the integrity of the firm, Associates, and the vast networks of professional relationships built through years in the education field. A workshop on interviewing and construction of interview questions is facilitated by the Associates for the Board. Executive due diligence including formal background and media checks complete the Select Phase (information detailed on page 10 of this brochure).



Transition

The Transition Phase consists of assisting the Board and new Superintendent to assure a successful transition. Appointing a new leader is the first step toward accomplishing organizational and student goals for success. Included in the search fee is a transition meeting with the new Superintendent and representative(s) of the Board regarding the information learned throughout the search process, in particular, the Community and Leadership Profile Survey. Additional transition services are available (information detailed on page 11 of this brochure).

The Search Team

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



HYA assigns an individual management team to each executive search that it conducts. Associates assume direct responsibility for the search and coordinate the activities of all individuals engaged in the project. In addition to the Associates assigned to the search, all nation-wide Associates in the firm are tasked with identifying prospective candidates.

HYA has professionally staffed offices, a technological infrastructure and a full-time employed staff; thus, HYA is capable to respond to any request the Board may have on the Board's time schedule. Finally, each search has executive oversight by the HYA President and project manager to ensure no detail is overlooked. HYA's office staff, which is highly knowledgeable and pleased to assist at any time.

HYA believes that communication and organization are critical to successful searches. Our delivery systems give the Board anytime, anywhere access to all documents regarding the search. The Board and its Associates can have confidential access to all information associated with the search in a cloud based, organized and timely manner.

Community and Leadership Profile Survey

Survey

<5,000 students - $2,000
<25,000 students - $3,000
<100,000 students - $4,000
100,000+ students - $5,000

World Languages
$950 per Language

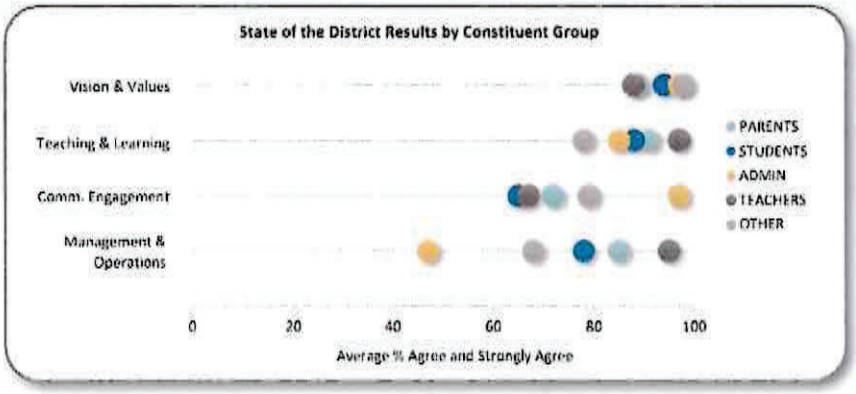
Custom Questions
$1,500 - Limit 10 Open-ended questions and 3 open-ended questions

Full Custom
$10,000

HYA's online survey employs a research-based approach 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.

There is a lot of science involved in crafting a good survey questionnaire. HYA uses a multi-stage process to design, measure change over time, and report survey findings. The Community and Leadership Profile Report is a sophisticated executive report to publish for your community. Survey responses are summarized by area, constituent group, and disaggregated at the question level.





ADVERTISING SERVICES

HYA Associates work with their clients to consider the many approaches to advertising vacant position(s). The Associates create and coordinate all advertisements at the Board's direction.

HYA's advertising packages ensure exposure on the most frequently viewed websites and job boards, e-publications and newsletters of education leaders across the country. In addition, HYA offers more focused advertisement packages as add-ons to the national packages below, including state and region-specific options.

All search clients are advertised on the HYA's active searches page. The 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.

Package 1 - AASA

$3,050

30-day Online Posting on AASA Career Center
Spotlight and Preferred on AASA Career Center, and Featured on AASA's homepage, Career Center, and E-newsletters

Two Single-listings in HYA's Monthly Group Ad
on HYA's Social Media Pages and in Education Week (print)

Social Media Updates
on HYA's Facebook, Instagram, LinkedIn and Twitter

Package 2 - EdWeek

$3,050

30-day Online Posting on Top School Jobs
Showcased on Education Week's Top School Jobs and Network of Websites, and its Exclusive Leadership E-newsletter

Two Single-listings in HYA's Monthly Group Ad
on HYA's Social Media Pages and in Education Week (print)

Social Media Updates
on HYA's Facebook, Instagram, LinkedIn and Twitter

Package 3 - Comprehensive

$4,400

30-day Online Posting on AASA Career Center
Spotlight and Preferred on AASA Career Center, and Featured on AASA's homepage, Career Center, and E-newsletters

30-day Online Posting on Top School Jobs
Showcased on Education Week's Top School Jobs and Network of Websites, and its Exclusive Leadership E-newsletter

Two Single-listings in HYA's Monthly Group Ad
on HYA's Social Media Pages and in Education Week (print)

Social Media Updates
on HYA's Facebook, Instagram, LinkedIn and Twitter

ADD-ON & REGIONAL

Regional packages give your vacancy additional exposure in a specific geographic region. National packages should still be considered.

ALAS & NABSE
Add-on
$850

ALAS
6-week Online Posting

NABSE
30-day Online Posting

California
$2,200

EdCal's CareerConnect (2x)
Classified Job Listing

ACSA Career Center (2x)
7-day Online Posting

CALSA
30-day Online Posting

HYA's Monthly Group Ad
One listing

Social Media Updates

Northeast
Add-on
$1,095

NJASA
30-day Online Posting

NYSCOSS
45-day Online Posting

CAPSS
6-week Online Posting

Print Ad
Add-on
$3,050

Dedicated District specific ad in Ed Week's print publication



Social Media Updates

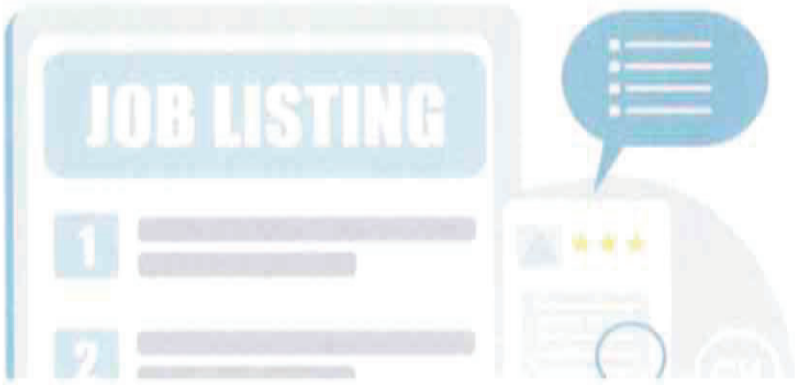
Custom
Quoted Pricing

Based on the number of Associations and frequency of ads to place.

Group Ad
$720

HYA's Monthly Group Ad
One listing





Executive Due Diligence

HYA offers executive due diligence as part of the search process that are completed by independent third-party investigators. The investigative procedures are comprehensive and thorough with a focus on the public school landscape - well beyond what constituents will produce through a simple internet search. The executive due diligence includes on-site research of primary source documents at relevant county court houses for criminal record history. Each background search requires 7-10 working days to complete.

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

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

	Comprehensive $1950	Standard $1100
Personal Profile Summary	x	x
Social Security Trace	x	x
County Criminal Record History	x	x
Federal Criminal Record History	x	x
County Civil Record History	x	x
Department of Motor Vehicles License Information	x	x
Education (Degree) Verification	x	x
Credit Report	x	x
Investigation of all Aliases Identified within Past 7 Years	x	x
Investigation of all Jurisdictions of Residence, Education, and Employment within Past 7 Years	x	x
University and Academic Program Accreditation	x	x
National Criminal Record History	x	x
National Sex Offender Search	x	x
News Media Review	x	
Social Media Review	x	

HYA Transition Services

Board Governance Workshop

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

$2,500 (includes all preparation and material)

Board Goal Setting & Superintendent Evaluation

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

$5,000 (2 sessions: 1. Goal setting for superintendent, 2. Facilitation/review of superintendent evaluation)

Executive Coaching

Creating and sustaining powerful Superintendent-Board partnerships is a key component of HYA's Signature Superintendent Coaching program. HYA Associates understand first-hand the demands of the position and are able to come alongside Superintendents as experiences through partners to explore leadership challenges and generate strategies to overcome obstacles before problems arise.

The HYA program includes:

- Customized, confidential Executive Coaching sessions offered twice monthly
- Interviews and assessments designed to foster understanding of Superintendent's strengths, areas of growth, successes, and challenges, including:
  - » Strengths Inventories
  - » Emotional Intelligence (EQi2.0) Assessment
- Additional assessment options and 360 survey instruments available for Superintendent use
- Integration of additional HYA Associates with content-specific expertise available as needed throughout coaching experience
- 24/7 On-demand access for emergency situations

$10,000/yearly subscription

Transition Dashboard

Performance during the transition period in a new district is critical; it is an opportunity for the Superintendent to build relationships, analyze student achievement and financial status, understand community expectations and values, and arrive at a set of performance indicators to measure district success. Actions by the leader during the transition period form the foundation upon which all future rests. A solid foundation promotes future accomplishments. The Transition Dashboard provides a framework for the Superintendent to align communication and define school quality based on the priorities of the Board and community stakeholders.

The Transition Dashboard includes:

- An online, dynamic, and transparent infrastructure for the new Superintendent to communicate what they learned throughout the search process
- Key performance indicators that represent the values and priorities of the school district
- Specific actions the superintendent will do during the transition period

$10,000/year hosting fee

HYA looks forward to the possibility of working with the Clintondale School Board and assisting with the selection of a new leader. Please contact HYA Associates, Mr. Vahn Phayprasert [redacted] or Dr. Connie Collins [redacted] with questions or requests for additional information.

HYA Corporation

[redacted]

CLINTONDALE Community School District
WE ARE ALL DRAGONS!

Jared Maynard [redacted]

Superintendent Search Services

Kevin Kelly [redacted]
To: Jared Maynard [redacted]

Tue, Mar 10, 2026 at 3:44 PM

Hi Jared,

The executive search proposal is attached for the board's review. I'm happy to say that one of our most experienced consultants - and someone familiar to Clintondale - Scott Morrell, would facilitate the search with the board should MASB be selected. Scott, as you likely know, has been a longtime advocate for public education. He is a lifelong Warren resident and has served as a local school board member, as Macomb CASBA president, and on the MASB Board of Directors. Scott has worked with MASB as an adjunct since 2005. While serving on his local board, Scott was recognized by the NSBA with a service award and achieved MASB's President Award.

Please let me know if you have any questions about the proposal or our process. If you and your board colleagues would like a more detailed presentation on the proposal and our search process and timeline, I'd be happy to make arrangements for Scott or me to visit. We offer a high-level overview that takes about 30 minutes with questions or a more intensive 2-hour workshop that dives much deeper. Both are available at no fee.

Thank you,
Kevin

KEVIN KELLY, M. Ed. (he/him)
Assistant Director of Executive Search Services

Michigan Association of School Boards
[redacted]

TWEET | FB | WATCH | INFO

[redacted]

MASB

MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

EXECUTIVE SEARCH SERVICES

presents

A PROPOSAL FOR SERVICES FOR:

Clintondale Community Schools

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About MASB

The Michigan Association of School Boards has been providing quality educational leadership services to Michigan boards of education for more than 70 years. We are unique in the superintendent search arena in that we are a 501(c)(3) nonprofit service organization that specializes in custom services for boards of education. Other entities offering superintendent searches tend to be for-profit firms and franchises.

Should Clintondale Community Schools retain MASB's Executive Search Services, you will, in effect, be hiring the entire Association. You will gain access to MASB's professional staff, extensive network and resources in their entirety.

Why Choose MASB

MASB is the market leader in superintendent recruitment and selection in Michigan because we're committed to serving boards of education and, in doing so, creating positive outcomes for students.

Our approach to superintendent search is based upon four core tenets:

MASB is beholden only to boards and has no obligation to place certain candidates.

1. The responsibility of hiring the superintendent rests solely with the board of education.
2. Choosing the most highly qualified individual—who also represents the ideal fit in your community—is critical to the academic achievement and well-being of your students.
3. Searching for and selecting a superintendent should be an inclusive process that meaningfully engages all stakeholders.
4. Boards of education must have access to all information pertinent to making a sound, informed selection.

Nationwide Network

As a member of the National Affiliation of Superintendent Searchers, MASB is connected to a network of superintendent search consultants who assist with recruitment and vetting of candidates. NASS enables MASB to harness the skills and collective networks of search professionals across the country with proven track records of accomplishment, characterized by integrity, passion and focus. MASB has placed more than 15 out-of-state candidates into Michigan superintendent positions in recent years and has provided counsel on dozens of searches in other states.

National Affiliation of Superintendent Searchers
NASS
Local Expertise. National Reach

Open Meetings Act

MASB and its consultants are well versed in the intricacies of the Open Meetings Act and relevant public record laws. All MASB search consultants have ready access to our experienced team of attorneys for any necessary legal consultation. MASB Legal Counsel Brad Banasik, J.D. is recognized as one of Michigan's foremost authorities on the OMA.

Recruitment of Candidates

MASB has a strong track record in diversity and is committed to recruiting a diverse, qualified pool of candidates for Clintondale Community Schools. We will do this by working our extensive network of state and national contacts along with making available a variety of job posting options to maximize the visibility of this position.

Utilization of an equity lens as it relates to business practice and decision-making is a complex topic that warrants more than a brief mention in this proposal. A sampling of issues related to this topic that MASB consultants can provide guidance on include:

- Types of bias that impact selection and success of the candidate chosen (and how to overcome them)
- Recruitment and selection practices that hinder equity
- How the opportunity gap can cause boards to overlook talent

Database of Candidates

Even though MASB does not maintain a "pool" of candidates, our applicant-tracking software does allow us access to a database of those applicants who have professed an interest in open superintendent positions in Michigan. As a result, a vast majority of the candidates in our searches are coming to us through our recruiting efforts, our employment postings, or through our extensive state and nationwide connections. MASB's Revelus Application system allows all of our postings to be seen in those states that are also using this system. This has significantly increased the number of out-of-state applicants applying for our searches.

Vetting

During the application phase, applicants are entitled to strict confidentiality. Applicants are subject to a rigorous application process and extensive paper screening related to the selection criteria established by a board of education. MASB is able to make discreet inquiries during this phase and leverage the knowledge of applicants garnered in previous state and national searches.

Once a candidate has accepted an interview, relinquishing their right to confidentiality, significant personal and professional reference checks are conducted. Reference checks are sent to individuals listed by the candidates as well as those not listed but accessed by MASB via its extensive state and national networks. While optional, MASB encourages board members to consider making some reference checks themselves in order to gain a better feel for a candidate's prospective fit and leadership style.

Throughout the search, MASB vets every issue reported to its consultants, determining the validity of accusations that invariably surface once candidate names become public. Findings are reported to the board in a timely and straightforward manner.

Background Checks and Screening of Applicants

MASB's processes for screening of applicants and background checks reflect industry best practices and are compliant with the complex web of laws that govern superintendent selection in Michigan.

Based on each district's specific needs, MASB employs an outside party to conduct a host of checks including, but not limited to, checks on identity, criminal records, civil records, employment, and verification of education, employment and professional licensing. There are no additional costs for this service.

All checks are conducted in a manner that is consistent with state and federal laws and entities including the Fair Credit Reporting Act and the Equal Employment Opportunity Commission.

Screening assessments can provide additional insight about candidates. MASB routinely conducts DISC Behavioral and Superintendent Achiever Assessments for districts as requested. Additional fees apply.

Search Team

MASB has a diverse and well-qualified search team consisting of retired superintendents, board members and experienced staff.

MASB Staff Contacts

Greg Sieszputowski, M.Ed.
Director of Leadership Development and Executive Search Services
[redacted]

Kevin Kelly, M.Ed.
Assistant Director of Executive Search Services
[redacted]

Search History

To view a comprehensive list of the hundreds of local and intermediate school districts that MASB's Executive Search Services has served since 1980, please visit our website at **masb.org/searchhistory.**

Search References

Fitzgerald Public Schools, 2025 Search
Julia Yokel, Board President
[redacted]

Zeeland Public Schools, 2025 Search
April DeWitt, Board President
[redacted]

Lakeview School District, 2022 Search
Eric Greene, Board President
[redacted]

Proposed Search Plan

MASB's Executive Search Services provides comprehensive support throughout the search process with special emphasis on stakeholder engagement and recruiting high-quality candidates. MASB's Search Team will support the board and district staff through all phases of the search process.

MASB's search process is turnkey and generally spans 12-14 weeks; however, there can be some expansion or compression depending on transition circumstances, district activities and calendars of busy school board trustees. While some time efficiencies may be found, it's important to allow adequate time to maintain the integrity of the search. We will work directly with the Clintondale Community Schools Board of Education to identify the optimal begin and end dates for the search and adjust the benchmarks accordingly.

Planning (1 week)

MASB will work with the board of education to establish a timeline for the search, develop a plan for stakeholder engagement, identify a compensation strategy and publish a preliminary posting about the vacancy.

Preparation (2-3 weeks)

MASB will implement the stakeholder engagement plan and work with the board of education to develop selection criteria for the vacancy. This will include conducting focused conversations with stakeholder groups, collecting perceptual data via an online survey collector and educating stakeholders about the search process as well as mechanisms for input prior to the selection of candidates.

Findings are reported to the board of education in a public meeting and ultimately serve to inform the board's development of selection criteria.

Recruitment (6-8 weeks)

Recruitment of top talent is key to this process. MASB will work with the board of education, district staff, leadership and our unparalleled in-state and national networks to personally recruit competent, highly skilled leaders to this vacancy. The expertise of MASB's award-winning Communications, Public Relations and Marketing Team will be leveraged to ensure tremendous reach and visibility.

Advertising included in the Proposal Fee:

- MASB publications, website and social media outlets
- MIStaff, listing of education jobs available in Michigan
- NASS posting with other state organizations
- Publications of other education associations, as available

Outreach to/identification of qualified prospects will be based on:

- Alignment to the Selection Criteria
- Likely career trajectory of a prospect
- Recommendation received from board of education trustees and stakeholders
- Referrals to MASB via our extended networks of consultants and colleagues

MASB consultants will field inquiries from prospects and reach out to them to foster interest in the vacancy and an understanding of candidates' backgrounds and motivation.

Interviews (2-3 weeks)

MASB will facilitate and manage the screening and interview process on behalf of the board of education—and do so in a manner that reinforces the board of education's sovereign role in governance and complies with Michigan's OMA.

MASB has found the following aspects of this phase as particularly noteworthy:

- The board of education will be provided access to the entire pool of applicants; winnowing of the pool will be done by the board in accordance with OMA and with support from MASB.
- MASB will provide the board with a list of top-tier candidates who present the strongest candidacy based on a rigorous paper screening against the selection criteria and information available during this phase of the search.
- Candidate screening and interviews (questions and format) will be designed and administered in such a way as to ensure equity and transparency while also helping the board of education discern strengths and potential challenges related to each candidate.

Selection (1-2 weeks)

MASB advises boards of education not to make a decision until they can feel good about the decision being made. This means an MASB search doesn't end with two cycles of interviews—an MASB search ends when the board has enough information to feel confident about the selection it is making.

Screening assessments, background checks, organized reference checks, structured interviews, writing assignments and site visits are just a few of the strategies that we leverage to help boards of education garner information about candidates.

After a selection is made, MASB will assist the board, as needed, with contract negotiations and transition planning.

Support

MASB supports and monitors the searches we conduct well past the new superintendent's start date and throughout the first year. Soon after the new superintendent begins, we help the governance team by facilitating a workshop called Successful Superintendent Transition to establish expectations for the first year. Additionally, our network of retired superintendents and consultants will stay in touch with your superintendent and board president to make sure the relationship gets off to a good start.

Board/Staff Assistance

MASB will work closely with the Clintondale Community Schools Board of Education to design a search process tailored to the unique needs of the community and execute the search in a manner that is consistent with the district's expectations regarding professionalism, integrity and equity.

The board of education is integral to the search process and is ultimately responsible for selection of the superintendent. MASB will facilitate the search in such a way that supports the authority of the board, honoring its practices related to governance and the district's commitment to inclusion and equity.

MASB will work with the board of education and district staff members to ensure transparency, meaningful engagement of stakeholders and impeccable execution of search-related activities.

MASB will require direct assistance from staff—largely in the areas of coordinating communications and logistics for meetings and stakeholder input sessions. We go to great lengths to respect staff time and district resources.

Fees

The fee for the search is $6,785.12. This fee covers consultant professional services and expenses such as mileage (at the Internal Revenue Service's current rate), meals, lodging and comprehensive background checks. Additional and optional fee-based processes, such as screening assessments and supplemental local or national advertising, will be discussed with the board's representative prior to execution. Additional fees such as those below will be billed to the district as part of the billing process.

Screening Assessments—Screening assessments can be coordinated by your consultant.

- DISC Behavioral Assessment - $90 per candidate
- Superintendent Achiever Assessment - $300 per candidate

Supplemental Advertising Opportunities Available and Related Fees

- Local newspapers (paid advertising)
- Ed Week, TopSchoolJobs, $495 for a 30-day online job posting with unlimited text or html
- The School Superintendents Association, $559 for a 30-day online job posting
- National Alliance of Black School Educators, $330 for a 30-day posting
- Association of Latino Administrators and Superintendents, $250 for a six-week posting

MASB Contract—Superintendent Search

1. Definition of Product or Service

WHEREAS, the School District has a vacancy in the office of its Superintendent of Schools and desires to search for a qualified candidate for this position; and

WHEREAS, the Michigan Association of School Boards, through its consultant, is willing to act as Consultant and Advisor to the School District and render services to assist in the employment of a new Superintendent.

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

Consultant agrees to serve as Advisor and Consultant to the School District in the selective recruitment process for a new Superintendent.

I. The Board of Education agrees to pay MASB for professional services and to reimburse MASB for all out-of-pocket expenses of the Consultant. In the event the search is reopened or extended, the Board of Education agrees to reimburse MASB for any additional out-of-pocket expenses such as advertising, background checks and screening assessments. Once a final candidate has been chosen it will be the school district's responsibility to conduct state-mandated fingerprinting, background and employment misconduct checks.

II. Consultant agrees:
   a. To assist the Board in selection criteria development, including group interviews of board members, staff and citizens.
   b. To advertise vacancy and solicit nominations and applications.
   c. To organize and facilitate a screening of all applicants.
   d. To assist the Board in preparation for the interview process.
   e. To render such other professional services in connection therewith as may be required to enable the Board of Education to make a knowledgeable decision in the selection of a new Superintendent.

III. Consultant will communicate with such district personnel as the Board may from time to time designate, and will update the Board of Education at regular intervals.

IV. The Board of Education agrees to reimburse MASB for both fees and expenses for any additional consultants as agreed upon prior to services being rendered.

V. The hiring school district is required to (1) obtain a criminal history and criminal records check from both the Michigan State Police and the FBI, (2) perform an "unprofessional conduct" check, and (3) ascertain certification status when necessary. The hiring school district must also ensure that the final candidate completes and signs USCIS Form I-9 before beginning employment to verify the applicant's identity and authorization to work in the United States.

2. Independent Contractor and Liability

In the performance of the services provided under this agreement, MASB, through its Consultant, shall be an independent contractor. Under the Revised School Code, the MASB Consultant has no legal authority to enter into contracts or agreements with applicants on behalf of the Board of Education and is not an employee, agent, joint venturer or representative of the Board of Education.

The Board of Education acknowledges that only it can hire the School District's Superintendent. The Board of Education agrees, to the extent allowable by law, to defend, hold harmless and to indemnify MASB and its Consultant against all claims, losses, liability and damages associated with the selection and hiring of the School District's Superintendent.

3. Effective Date

This Agreement will commence on or about 3/10/2026; however, if no date is specified, the Agreement will commence upon the Association's receipt of this executed Contract and either a purchase order or payment of fees from the District.

4. Term

The Contract will terminate upon completion of the terms of the Contract.

5. Fees

The district agrees to pay the Association the fee of $6,785.12 and reimburse the Association for any additional expenses such as screening assessments and supplemental local or national advertising.

6. Guarantee of Services

MASB acknowledges the Guarantee of Services, including the "no surprise guarantee" and "satisfaction guarantee" as described in the Statement of Assurance below.

7. Payment

The District agrees to pay the fee(s) under this Contract according to the following schedule:
50% ($3,392.56) upon signed contract
50% ($3,392.56) plus any additional approved expenses due upon completion.

8. Termination

This Agreement may be terminated by the District at any time by written notice to MASB. Upon termination of this Contract, the Association shall cease its delivery of services to the District and all money owed to the Association shall become immediately due and payable. This amount will be for services rendered, including out-of-pocket expenses, to the date of termination.

9. Authority

The District represents that the person signing this Contract has full authority to enter into the Contract. Further, either party may rely upon a digital signature as if it were an original, and the failure of a party to have possession of a manually executed original will not affect the validity, enforceability or binding nature of this Contract.

10. Warranties

Except for the services and obligations imposed by the express terms of this Contract, the District and the Association agree there are no other warranties attached to this Contract.

11. Entire Contract

This Contract contains the complete understanding and agreement of the parties and supersedes all prior or contemporaneous agreements or understandings, oral or written, relating to the subject matter herein.

Statement of Assurance

The Michigan Association of School Boards assures and certifies compliance with state[1] and federal laws[2] as they relate to conducting the process of searching for a new Superintendent. Specifically, MASB assures that:

The screening and interviewing of applicants will be performed in compliance with Michigan's Open Meetings Act, which permits closed sessions to review applications for employment if requested by the applicant and requires all interviews to be conducted in open session.

The requirements of Michigan's Freedom of Information Act will be followed when requests for documents relating to the search are submitted to the district.

Guarantee of Service

MASB's Executive Search Services guarantees the quality of our service in the following ways:

- A 'no surprise' guarantee—Our consultants will not withhold background information on candidates, and we work closely with you to ensure that stakeholders are well informed about the process.
- Satisfaction guarantee—If the candidate pool falls short of the board of education's expectations, we will conduct the search again for no additional search fee; reimbursement of out-of-pocket expenses still applies.
- MASB conducts all superintendent searches from a strong school board perspective and with impartiality and professionalism while focusing on the board's identified hiring criteria and leadership profile. If, at any time during the first year of the new superintendent's contract the board releases the superintendent, MASB will conduct a second superintendent search for no additional fee. However, the school board would be responsible for new out-of-pocket expenses, if any, incurred by MASB for the second search. PLEASE NOTE: this guarantee is dependent upon participation in the Successful Superintendent Transition Workshop, which must be held within six months after the new superintendent begins work in the district.



Signature of Authorized Representative

Greg Sieszputowski, M.Ed.
Printed Name

Director, Leadership Development & Executive Search Services/MASB
Title/Organization

3/10/2026
Date Submitted

[1] These include, but are not limited to: (a) The Elliott-Larsen Civil Rights Act (Act 453 of 1976), which prohibits discrimination on the basis of religion, race, color, national origin, age, sex, height, weight, familial status or marital status; (b) Persons With Disabilities Civil Rights Act (Act 220 of 1976), which prohibits discrimination on the basis of a disability; and (c) the requirements of any other state nondiscrimination statute(s) that may apply.

[2] These include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 540 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; and (e) the requirements of any other federal nondiscrimination statute(s) that may apply.

ON BEHALF OF MICHIGAN ASSOCIATION OF SCHOOL BOARDS

Don P. Wotruba

Executive Director

3/10/2026

ON BEHALF OF SCHOOL DISTRICT

Clintondale Community Schools

Signed:

_____

Printed Name:

_____

Title: _____

Date: _____

MICHIGAN LEADERSHIP INSTITUTE
Developing, Deploying and Supporting Outstanding Leaders
A service of the Genesee Intermediate School District

March 11, 2026

Jared Maynard, President
Board of Education
Clintondale Community Schools
35100 Little Mack Ave.
Clinton Township, MI 48035

Dear Board President Maynard:

Thank you for providing the opportunity for Michigan Leadership Institute to submit a proposal for assisting your Board of Education with the search for a new Superintendent. We believe we have the experience and expertise that will result in the selection of an outstanding and inspirational leader for Clintondale Community Schools – one who can continue to build upon the great work already in place.

Our Experience

The Michigan Leadership Institute is proud to have a well-founded reputation as the foremost provider of high quality, research-based leadership services in Michigan. Since 1999, we have conducted over 530 successful superintendent/organizational leader searches across the state of Michigan on behalf of K-12 school districts, ISDs and ESDs, Middle Cities Association, the Michigan Department of Education, colleges, municipalities, and other non-profit organizations. MLI operates as a strategic partner with school districts - with service first. It is our goal to ensure that your Board of Education members feel supported, informed, and confident in their decision.

Our Expertise

In addition, MLI conducts ongoing research on the art and science of public leadership and delivers leadership and governance academies. This expertise will help ensure that your next leader embodies the leadership qualities and characteristics important to your organization. At MLI, the superintendent search is not an ancillary service – it is a core area of expertise. MLI consultants are deeply immersed in superintendent preparation, evaluation, coaching, and placement. By virtue of the many searches we have conducted and a concerted effort to understand and implement searches in compliance with applicable regulations, Michigan Leadership Institute knows the requirements of FOIA and the Michigan Open Meetings Act and can help your organization avoid pitfalls with respect to these requirements.

[redacted]
[redacted]
2413 West Maple Avenue, Flint, MI 48507
www.mileader.com

Our Network

MLI has an extensive network of contacts for recruiting top quality candidates for its searches. Superintendent leaders who have been appointed through the MLI search process have demonstrated outstanding leadership and longevity. We attribute this success to our intentional efforts to present candidates that best match the goals, vision, and values of the school districts/organizations. MLI consultants are located across Michigan and work together to continuously provide successful searches. MLI conducts effective superintendent searches by combining deep superintendent expertise, customized and district-centered processes, rigorous candidate vetting, and ongoing leadership support,

Our Guarantee

We will guarantee a successful search with our search process. This means, first, that the search will continue until you have an acceptable candidate. It also means that if MLI endorses the candidacy of the selected candidate and he/she chooses to leave the district within one year of appointment for reasons other than personal health or that of an immediate family member, we will conduct another search on an expenses only basis. Our commitment is to provide Clintondale Community Schools with an outstanding new leader and a flawless search process.

Our Support

MLI will conduct an orientation workshop with your Board of Education and your new Superintendent to help establish shared expectations and understandings. We find that this early step can contribute greatly to an effective and long-lasting working relationship. In addition, MLI will be a mentor resource for your new leader for his/her first year at your organization.

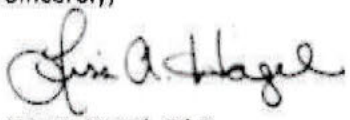
This packet includes the following information relating to this proposed search and our organization:

- Process and timeline
- Professional fee
- Biographical summaries of MLI's search professionals
- References

As a matter of standard business practice, our proposal is offered with the expectation that it will be held in confidence until all proposals are presented publicly.

Note that this process can be customized to meet your organization's needs. For additional information about Michigan Leadership Institute or the search process, please contact John Silveri, MLI Regional President for Southeast Michigan, at [redacted] You may also contact me directly at [redacted]

Sincerely,



Lisa A. Hagel, Ed.D.
Executive Director, Michigan Leadership Institute

MICHIGAN LEADERSHIP INSTITUTE
Developing, Deploying and Supporting Outstanding Leaders
A service of the Genesee Intermediate School District

SUPERINTENDENT SEARCH PROPOSAL

Clintondale Community Schools



Leading the Search:
MLI Regional President for Southeast Michigan, John Silveri
[redacted]

Michigan Leadership Institute is a service of the Genesee Intermediate School District

[redacted]

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Michigan Leadership Institute

The Michigan Leadership Institute (MLI), one of the most experienced and successful executive search firms in Michigan, is pleased to offer a unique and comprehensive search proposal for Clintondale Community Schools. In partnership with MLI, Clintondale Community Schools can benefit from the expertise of MLI in your superintendent search. Our unique partnership would offer:

- A superintendent search using MLI's proven methodologies and facilitated by MLI Regional President John Silveri;
- Extensive outreach, networking, and marketing of MLI and all MLI Consultants; and
- Ongoing support for your Board of Education and Superintendent.

History and Philosophy

MLI was founded in 1998 by Dr. Timothy Quinn who served as President of the organization until 2008 when Dr. Michael Wilmot became President/CEO. In 2018, Genesee Intermediate School District assumed ownership and operations of Michigan Leadership Institute, under the direction of Dr. Steven Tunnicliff - appointed Superintendent of Genesee Intermediate School District in July 2021. In September 2021, Dr. Lisa Hagel was appointed Executive Director of Michigan Leadership Institute.

We are guided by the following principles:

- **Calling** - The calling to leadership is an internal calling and a prerequisite for outstanding leadership.
- **Mastery** - Continuous pursuit of mastery in the physical, social/emotional, and intellectual aspects of oneself expands a leader's strength and effectiveness.
- **Service** - Outstanding leaders define themselves and grow by viewing leadership as service to others.
- **Trust/Integrity** – Honest and open communication is integral to building and maintaining a trusting relationship.
- **Competence** – High quality performance and competence depend on clear articulation of desired outcomes and processes for continuous improvement.

Our philosophy as an organization is one of service to children and communities by providing comprehensive and ongoing services to schools across Michigan—to ***develop***, ***deploy*** and ***support*** outstanding leaders.

Consistent with our mission, we acknowledge that strong leadership for any school system is dependent upon the effective and ongoing development of educational leaders. At present, we are preparing for our 27th year of the MLI Superintendent Preparation Academy (SUPES Academy), providing research driven leadership development and meaningful, intentional, and relevant skill building to aspiring superintendents – including cultural competency.

As the Michigan Leadership Institute is owned and operated by the Genesee Intermediate School District, we adhere to all organizational practices and policies, including those associated with diversity, equity, and inclusion.

Experience, Recruiting, and Successful Placements

The Michigan Leadership Institute (MLI) employs a comprehensive, proactive, and highly personalized approach to recruiting exceptional candidates for a Superintendent position. Each search is led by a dedicated Lead Consultant who is supported by a statewide network of experienced MLI consultants. This collaborative team approach ensures broad outreach, deep professional connections, and the ability to identify candidates who align with the district's unique leadership profile, community values, and long-term goals.

The process begins with the Lead Consultant working closely with the Board of Education to establish a clear district profile and candidate criteria based on stakeholder input and the district's strengths, challenges, and strategic priorities. Using this customized profile, the consultant team actively recruits and screens high-caliber candidates from across Michigan and the nation.

MLI consultants leverage their extensive professional networks, developed through decades of leadership service in Michigan's schools, professional associations, and national organizations. This network allows the team to personally contact outstanding leaders, encourage qualified individuals to apply, and identify emerging talents who may not be actively seeking a new position but represent an excellent fit for the district.

Recruitment efforts are multi-faceted and tailored to each search. Strategies include:

- Direct personal outreach to high-potential leaders and professional contacts.
- Electronic recruitment platforms and statewide posting systems.
- Use of social media and digital communication tools to broaden reach and elevate visibility.
- Collaboration with state and national educational associations to identify and attract qualified candidates.
- Targeted communication to individuals who reflect the district's desired leadership qualities, experience, and cultural alignment.

Throughout the recruitment period, the Lead Consultant and supporting MLI team operate with the highest professional and ethical standards, ensuring confidentiality, equity, and fairness. All recruitment activities are conducted with the goal of attracting a diverse, talented pool of candidates who are prepared to lead the district with integrity, vision, and a deep commitment to student success.

This rigorous and relationship-driven process results in a candidate pool that is not only highly qualified but also closely aligned to the district's needs and aspirations, supporting the Board in selecting a Superintendent who will lead with excellence and long-term impact.

The Michigan Leadership Institute is deliberate and purposeful in every aspect of its work, whether providing professional development, recruiting leaders, supporting newly appointed superintendents, or partnering with Boards of Education. As former superintendents ourselves, we bring firsthand experience, deep understanding, and unwavering commitment to ensuring that every district receives the highest level of leadership support.

MLI is deeply dedicated to cultural competence and to fostering leadership that reflects the diversity of the communities we serve. We intentionally support all leaders, with a strong focus on lifting and empowering leaders of color, female leaders, and individuals from historically underrepresented groups. Our consultants understand the unique challenges and strengths these leaders bring, and we work tirelessly to ensure they are encouraged, supported, and positioned for success.

Our recruitment and placement processes are grounded in equity, quality, and integrity. We take great care to understand the critical needs, culture, and aspirations of each district, using that insight to guide a thoughtful and effective search. MLI's statewide and national networks allow us to identify, cultivate, and encourage a broad and diverse pool of highly qualified candidates, ensuring that districts have access to exceptional leaders who reflect their values and are prepared to make a meaningful impact.

In every engagement, MLI's intentional approach ensures that our collective experience, commitment to diversity, and passion for public education are reflected in the leaders we support and the districts we serve.

Since 1999, we have conducted over 530 successful superintendent/organizational leader searches across the state of Michigan on behalf of K-12 school districts, ISDs and ESDs, Middle Cities Association, the Michigan Department of Education, colleges and other non-profit organizations, and county municipalities.

MLI has an extensive network of contacts for recruiting top quality candidates for its searches. Superintendents who have been appointed through the MLI search process have demonstrated outstanding leadership and longevity. We attribute this success to our intentional efforts to present candidates that best match the goals, vision, and values of the school districts/organizations we partner with.

The Michigan Leadership Institute is known throughout Michigan for its superintendent preparation program: MLI SUPES Academy. The SUPES Academy puts MLI in the unique position of developing and supporting aspiring superintendents. Nearly 960 aspiring leaders have completed this preparation program, including approximately 25% of the current superintendents in Michigan. Although intended as a program to develop the skills and attributes necessary for success in the role of superintendent, the SUPES Academy also serves as an opportunity for MLI to identify high-quality superintendent candidates. As such, the SUPES Academy establishes a diverse "pool" of candidates that MLI accesses when reaching out to prospective applicants.

Superintendent position postings are advertised on Frontline, the MLI website, and the MASA website. Jobs posted on the MASA MISTAFF site automatically post to the following association job sites: MAISA, Michigan ASCD, MASSP, MASB, MEMSPA, and MSPRA.

At the Board's request, MLI will advertise job postings on national sites such as AASA The School Superintendents Association, the Association of Latino Administrators & Superintendents (ALAS), the National Alliance of Black School Educators (NABSE), Education Week, and AESA (for an additional fee).

Michigan Leadership Institute values and practices diversity, equity, and inclusion in our organization, our professional development opportunities, and search practices. MLI does not engage in, nor do we support, discrimination of any kind in our business practices, professional development opportunities, or executive search facilitation. It is our belief that an effective leader is ethical, trustworthy, accountable, and epitomizes integrity – qualities that have no racial, ethnic, gender, or cultural boundaries.

Lastly, with Regional Presidents across Michigan, who maintain close ties to superintendents and other high-level leaders through our various services (strategic planning, leadership coaching, and governance workshops, to name a few), and our participation in MASA and other leadership organizations, we are able to develop and sustain a large and diverse network of current and aspiring leaders from which to draw upon when recruiting top candidates to a vacancy.

Why Select Michigan Leadership Institute as your Search Partner?

- We have a proven record of accomplishment for highly successful search process management and placements that are successful in their new positions.

- We thoroughly check applicants' backgrounds prior to presenting to you and as the process progresses, so you will have no "surprises" during the final stages of your search process.*

- We work in close partnership with the Board of Education throughout the search, customizing the search activities to meet the district's unique needs and remaining readily available and responsive throughout the process.

- We ensure that the process is both transparent - with clear and open communication, and inclusive - engaging stakeholders throughout the process to provide input and feedback to the Board of Education.

- We provide a board/superintendent orientation workshop after the new leader is on the job to help get the relationship off to the right start.

- We provide ongoing support to your new leader during his/her first year on the job.

- We are highly sensitive to confidentiality issues and very experienced at meeting the requirements of the Michigan Open Meetings Act and FOIA.

- We utilize our extensive leadership networks to attract a strong and diverse candidate pool.

- We provide the highest quality professional services at a good value.

- Executive leadership is our business and our specialty, and our mission statement, ***"Developing, Deploying and Supporting Outstanding Leaders"*** attests to that. We have a tremendous amount of expertise and experience with superintendent searches and are just as skilled at developing and supporting district leaders. There is no organization that is better suited or better prepared to identify and recruit outstanding candidates, facilitate a successful search process, and continue to support your Board and your new leader once the new superintendent is in place than the Michigan Leadership Institute.

*Our process for screening applicants includes a thorough review of all application materials, Internet searches, networking and conversations with viable candidates prior to the Board selecting those it wishes to interview. Once the interview field is discussed and established in open-session, and the confidentiality of applicants is no longer an issue, we contact the references provided by the interviewees in addition to colleagues the interviewees have worked with and for. We often have the inherent benefit of having screened applicants previously during other searches. In all searches, MLI Regional Presidents and Consultants communicate with one another and share knowledge and information on all applicants throughout the process.

Note: State-mandated background checks (fingerprinting), and requirements under PA 189 are the responsibilities of the employer and thus must be conducted by the district once a final candidate is selected.

Search Process

A successful superintendent search requires thoughtful planning, continuous communication, and a highly collaborative relationship between the Board of Education and the lead consultant. At the Michigan Leadership Institute, our consultants are former superintendents who understand firsthand the complexities of district leadership and the importance of finding the right fit. We are committed to supporting the Board before, during, and after the search with a flexible, responsive, and Board-centered approach.

Before the Search:
The consultant begins by building a strong working relationship with the Board, listening closely to its priorities, expectations, and concerns. Together, the consultant and Board develop a customized timeline that reflects the district's needs, calendar, and desired pace of the search. The consultant guides the Board through each step of the process, ensuring clarity regarding roles, responsibilities, and effective search practices. Stakeholder input systems, community engagement plans, recruitment strategies, and selection procedures are all shaped collaboratively to reflect the district's values and goals.

During the Search:
Throughout the recruitment, screening, and interview phases, the consultant remains readily available, flexible, and sensitive to Board member perspectives. Adjustments to the timeline or process are made as needed to accommodate Board availability, district events, or unforeseen circumstances. The consultant provides continuous communication, timely updates, and expert guidance, ensuring that the Board receives a diverse, qualified, and well-matched pool of candidates. Every step is conducted with professionalism, confidentiality, and integrity, keeping the focus on what is best for the district and its students.

After the Search:
Once the Board has selected a new superintendent, the consultant may support negotiations, transition planning, and onboarding as needed. MLI's commitment does not end with the appointment. Our goal is to ensure a smooth transition and a strong start for the new leader, and the consultant remains available to the Board for follow-up support and guidance for a full year.

Commitment to District Needs:
The Michigan Leadership Institute is dedicated to meeting the district where it is. If, for any reason, the first search does not yield a candidate the Board wishes to appoint, the consultant will work with the Board to review the process, refine recruitment strategies, and launch a second search at no additional cost. Our commitment is to provide the district with the high-quality leadership it deserves, and we stand by our work until the right superintendent is identified and hired. Since MLI was founded, we have experienced just two occasions where search and placement efforts led to a superintendent who was unable to serve successfully for an entire year.

Michigan Leadership Institute shall fulfill the Scope of Services as required by the Board of Education, as indicated by our Search Process:

The Planning and Preparation Stage

- Discuss and agree upon search activities and services to be performed.
- Establish a search calendar customized to your district's needs.
- Consult with the Board of Education regarding compensation, benefits and other contractual provisions for the position.
- Consult with the Board of Education, and with constituents as determined by the Board, to gather input regarding the organization's leadership needs. This step may include forums with staff, community members and others.
- Develop an organizational and community profile to identify the unique attributes of the community and the district.
- Prepare and agree upon the position profile and specifications.

The Implementation Stage

- Place advertisements in state professional publications and online educational job posting sites (as part of proposed fee), as well as national professional publications (for an additional fee), as requested and approved.
- Develop an online search brochure; announce position to educational professionals and recruiting contacts.
- Make personal contacts and calls to recruit top-quality candidates.
- Communicate with potential candidates.
- Screen applicants and help to identify potential candidates that best meet the profile created by the Board of Education.
- Contact candidates prior to presentation to the Board.
- Present all applicants to the Board in closed session for consideration; Board will discuss and determine the candidates to be interviewed in open session.
- Conduct orientation workshop on appropriate and successful interviewing techniques and preparation for district visitations if desired.
- Conduct reference checks.
- Prepare interview questions, attend all candidate interviews and facilitate board discussion and deliberation.

The Final Stage

- Communicate with unsuccessful candidates.
- Mediate employment agreement and/or provide contract/salary information to district, as desired.
- Facilitate orientation workshop with the new leader and the Board.
- Be on call to provide professional support and mentoring to the new leader as requested during his or her first year on the job.

Proposed Search Timeline

Week 1:	Meet with Board of Education to gather background, establish parameters of search, agree upon timeline and discuss qualifications and compensation
Weeks 2-3:	Meet with Board and designated staff and community groups to develop candidate profile and organization/community profile; develop and approve position announcement and search brochure
Weeks 4-8:	Post position, recruit and screen applicants, accept applications until 4:00 p.m. on agreed upon date
Week 9:	Presentation of applicants and determination by Board of candidates to interview; selection of questions and preparation for first-round interviews
Week 10:	Initial interviews conducted, stakeholder feedback collected; finalists selected
Week 11:	Finalist interviews conducted, stakeholder feedback collected; finalists meet with stakeholder groups
Week 12:	Board subcommittee visitation to finalist work sites or hosting of finalists for a district tour/community meet and greet, as determined by the Board
Week 13:	Selection of preferred finalist; negotiation of agreement
Week 14:	Appointment of new superintendent

Note: This timeline can be customized to meet your district's needs.

Facilitating The Search

Regional President for Southeast Michigan, John Silveri

John Silveri's career in public education included service to five Metropolitan Detroit area school districts as a teacher, counselor, principal, human resources director, assistant superintendent and superintendent. His 24 years as an administrator in Wayne, Oakland and St. Clair counties included almost 14 years in Allen Park Public Schools, five and a half years as Superintendent of Marysville Public Schools, and nearly five years as Superintendent of Waterford School District. Since his retirement, Mr. Silveri has assisted Birmingham Public Schools as its Interim Assistant Superintendent for Human Resources, Interim Deputy Superintendent and Interim Superintendent, Ferndale Public Schools as its Interim Deputy Superintendent for Human Resources, and most recently at Rochester Community Schools as their Interim Superintendent.

Mr. Silveri has served as Chairman of a North Central Association visiting accreditation team and as a member of the Board of Directors of the Marysville Chamber of Commerce, the Waterford Coalition for Youth, the Detroit Metropolitan Bureau of School Studies and the Board of Education of the St. Clair County Intervention Academy. He has also served as President of the Wayne County Negotiators and Personnel Administrators Association and as President of the Rotary Club of Marysville. He was most recently a member of the Board of Directors of the Interfaith Leadership Council of Metropolitan Detroit.

Mr. Silveri holds a Bachelor of Science in Education degree from Central Michigan University, a Master of Arts degree in Guidance and Counseling from Eastern Michigan University, and an Education Specialist degree in Administration from Wayne State University. He is a graduate of the MASA Courageous Journey Program and the Michigan Leadership Institute Superintendent Preparation Series Academy.

Mr. Silveri has been the Michigan Leadership Institute's Regional President for Southeast Michigan since 2015. During this time, he has supported various school districts with superintendent searches, strategic planning, grade level reconfiguration, board governance and leadership coaching. Mr. Silveri is a lifelong learner who stays abreast of current developments and trends in public education and continues to grow through his ongoing experiences with school districts and educators throughout Southeast Michigan and beyond.

The following MLI Regional Presidents and consultants will support your search:

Regional President for Northern Michigan-Dr. John Scholten. Retired Superintendent of 23 years at Maple City-Glen Lake Community Schools (9 years) and the Public Schools of Petoskey (14 years).

Regional President for Southwest Michigan-Andrew Ingall. Retired Superintendent of Grand Haven Public Schools for nearly 7 years; serving Chelsea School District for 15 years.

Regional President for Central Michigan-Tim Stein. Retired Superintendent of Flushing Community Schools for 10 years; serving Fenton Area Schools, Grand Blanc Schools, and Flushing for 33 years.

Associate Regional President for Southwest Michigan-Mr. Pete Haines. Retired Superintendent of Ottawa Area Intermediate School District for six years; Superintendent of Greenville Community Schools for 8 years.

Associate Regional President for Southeast Michigan-Dr. William Weber. Served as teacher, assistant principal, athletic director, assistant superintendent, and superintendent during his 43-year career in education.

Consultant-Dr. Wanda Cook-Robinson. Retired Superintendent of Oakland Schools. Lifelong educator and recipient of numerous awards.

Consultant-Chet Janik. Served as superintendent for Charlevoix Schools and Buckley as well as leadership roles at Northwestern Michigan College, Traverse Bay Area Intermediate School District.

Consultant-Clarence Garner. Retired Superintendent for Grand Blanc Community Schools; 30 + years in education as teacher, principal, personnel director, deputy superintendent, and superintendent.

Consultant-Tom TenBrink. Tom has been in education for 44 years. He served Jenison Public Schools for 34 years – 18 years as the district's Superintendent.

Consultant-Dr. Debbie McFalone. Former teacher, principal, and superintendent and facilitator of leadership training for superintendents, principals, and school boards.

Consultant-Teresa Weatherall Neal. Former superintendent of Grand Rapids Public Schools specializing in organizational growth, leadership development, and system-wide transformational change.

Consultant-Brian Keim. Retired superintendent of Elkton-Pigeon-Bay Port Laker Schools; over 30 years in education as well as a certified mentor.

Consultant-Dr. Robert Livernois. Retired Superintendent for Warren Consolidated Schools. Served in public education for 36 years, the last 20 of which as superintendent.

Consultant-Dr. Keely Mounger. Retired Deputy Superintendent for Genesee ISD; over 30-years in education as teacher, principal, executive director, deputy superintendent, and superintendent.

Consultant, Dr. Randy Liepa. Retired Superintendent of the Wayne RESA. Dr. Liepa also served as Superintendent of Livonia Public Schools for 12 years.

MLI Executive Director, Dr. Lisa Hagel. Dr. Hagel spent her 35-year career in education serving as elementary teacher, coach, elementary Principal, high school Principal, Curriculum Director, and local district Superintendent for 6 years. Dr. Hagel then served as superintendent at the Genesee Intermediate School District. She has earned multiple degrees from Central Michigan University, University of Michigan, and Eastern Michigan University. She earned her Doctorate degree from Walden University.

MICHIGAN LEADERSHIP INSTITUTE
Developing, Deploying and Supporting Outstanding Leaders
A service of the Genesee Intermediate School District

SERVICE AGREEMENT

Clintondale Community Schools and Michigan Leadership Institute

Michigan Leadership Institute shall fulfill the Scope of Services as required by the Board of Education, as indicated by our Search Process:

This search involves receipt of applications, screening and interview facilitation for all candidates.

1. Advise the board on parameters of the overall search process.
2. Establish a timeline of duties and responsibilities for the conduct of the search.
3. Facilitate meetings of the Board, faculty, staff, community members and other stakeholders as desired to assist in articulating the candidate profile and points of District pride for inclusion in the position announcements.
4. Develop and post a standard search flyer and announcements; recruit a qualified candidate pool.
5. Receive applications, communicate with candidates, conduct screening, check references, and analyze all applications relative to the profile developed by the Board of Education.
6. Present all applicants to the Board; facilitate the Board process of selecting candidates to interview.
7. Conduct orientation session with the Board on interview process and protocol.
8. Attend all candidate interviews; solicit and collect stakeholder feedback.
9. Facilitate Board deliberation on choosing finalists and selecting its new leader; communicate with unsuccessful candidates.
10. Mediate employment agreement as requested by the Board; provide contract/salary information to District.
11. Facilitate orientation workshop with the new leader and the Board to develop mutual expectations and understandings.
12. Be on call to provide professional support and mentoring to the new leader as requested during his or her first year on the job.

The above-noted services will be provided for $6,600.00 plus direct expenses not to exceed $800.00. Said fee covers all costs associated with the search including Michigan Leadership Institute staff time, development of posting brochure, online search announcements/job postings, and associated office expenses. MLI staff mileage will be billed to the district on an actual cost basis at the current mileage rate issued by the IRS. Fees will be invoiced and payable in three equal installments: upon commencement of search, upon recommendation of candidates, and upon selection and appointment of the successful candidate. Expenses will be invoiced with the final installment.

This agreement is hereby entered into by the parties thereto as set forth below:

Michigan Leadership Institute		**Clintondale Community Schools**	
John Silveri MLI Regional President	Date	Clintondale Community Schools Board of Education	Date

Attachment A

MLI Facilitated Executive Searches

2017-Present

ISD/RESA/ESD Searches

Alpena-Montmorency-Alcona ESD
Berrien RESA
Branch ISD
Calhoun ISD
Clare-Gladwin RESD
C.O.O.R. Intermediate School District
Dickinson-Iron ISD
Hillsdale ISD
Ionia County ISD
Kalamazoo RESA
Lewis Cass ISD
Muskegon Area ISD
Marquette-Alger ISD
Montcalm Area ISD
Newaygo RESA
Northwest Education Services
Traverse Bay Area ISD
West Shore ISD

School District/Organization Searches

Addison Community Schools
Adrian Public Schools
Anchor Bay School District
Athens Area Schools
Baraga Public Schools
Beecher Community Schools
Bedford Public Schools
Bentley Community Schools
Berkley School District
Birmingham Public Schools
Bloomfield Hills Public Schools
Branch County
Brandon School District
Brandywine Community Schools
Bridgman Schools
Brighton Area Schools
Byron Area Schools
Caledonia Community Schools
Camden-Frontier Schools
Cass City Public Schools
Cass County Administration
Cedar Springs Public Schools
Charlotte Public Schools
Chelsea School District
Chocolay Township
Clarenceville Schools
Coldwater Community Schools
Coloma Community Schools
Colon Community Schools
Comstock Public Schools
Constantine Public Schools
Coopersville Area Public Schools
Crestwood School District
Crystal Falls-Forest Park Schools
Dearborn Heights District #7
Dexter Community Schools
Dowagiac Public Schools
Dundee Community Schools
Edwardsburg Public Schools
Elk Rapids
Evart Community Schools
Farwell Area School
Fenton Area Schools
Fowlerville Community Schools
Forest Hills Public Schools
Fraser Public Schools
Fremont Public Schools
Genesee ISD (Asst. Superintendent/Business)
Gladwin Community Schools
Gleaners Community Food Bank
Glen Lake Community School
Godfrey-Lee Public Schools
Greenspire School
Greenville Public Schools
Grosse Ile Township Schools
Hamilton Community Schools
Hamtramck School District
Harbor Springs Schools
Hastings Area Schools
Hillsdale Community Schools

Holly Academy
Huron Valley Schools
Ida Public Schools
Jefferson Community Schools
Jenison Public Schools
Jonesville Community Schools
Kalkaska Public Schools
Kaleva Norman Dickson/Bear Lake
Kingsley Area Schools
Lake Orion Community Schools
Lakeshore Public Schools
LakeVille Community Schools
Lakewood Public Schools
Lawton Community Schools
Leelanau County
Leland Public Schools
Ludington Area School District
Manchester Community Schools
Mar Lee School District
Marysville Schools
Menominee Public Schools
Mesick Consolidated Schools
Middle Cities Education Association
Millington Community Schools
Morenci Area Schools
Mona Shores
Monroe Public Schools
Munising Public Schools
Muskegon Public Schools
New Buffalo Area Schools
Newaygo Public Schools
Niles Community Schools
North Adams-Jerome Public Schools
Novi Schools
Oak Park Schools
Olivet Community Schools
Hillsdale Community Schools
Okemos Public Schools
Onaway Area Schools
Oxford Community Schools
Pellston Public Schools
Pickford Public Schools
Pittsford Area Schools
Portage Public Schools
Public Schools of Petoskey
Richmond Community Schools
River Valley Schools
Rockford Public Schools
Romeo Community Schools
Saline Area Schools
Saugatuck Schools
Shelby Public Schools
South Haven Public Schools
South Lyon Community Schools
South Redford School District
Sparta Area Schools
Springport Public Schools
St. Charles Community Schools
St. Johns Public Schools
St. Joseph Public Schools
Sturgis Public Schools
Tahquamenon Area Schools
Taylor School District
Thornapple-Kellogg Schools
Union City Community Schools
Utica Community Schools (Asst. Supt.)
Van Buren Public Schools (Finance Dir.)
Reed City Area Schools
Watervliet Schools
Waverly Community Schools
Wayne-Westland Community Schools
West Bloomfield School District
Westwood Community Schools
Wolverine Community Schools