



LAWRENCE TOWNSHIP
PUBLIC SCHOOLS

Lawrence Township Public Schools Superintendent Search Proposal

HYA | HAZARD
YOUNG
ATTEA
ASSOCIATES



February 2, 2018

Mr. Kevin Van Hise, Board President
Lawrence Township Public Schools
2565 Princeton Pike
Lawrenceville, NJ 08648

Dear Members of the Lawrence Township Public Schools Board of Education:

Thank you for the opportunity to present this overview of the services that Hazard, Young, Attea & Associates, (HYA) can provide to the Lawrence Township Public Schools (LTPS) in your search for a new Superintendent. Why is HYA exceptional amongst educational search firms? We believe it is due to the following factors:

NATIONAL REACH – LOCAL KNOWLEDGE: We have conducted over 1200 searches and are represented by associates across the nation. We have also conducted searches for more than half of the member districts of the Council of Great City Schools and 47 of the 100 largest districts in the country.

THE BOARD PORTAL: Communication and organization are critical to successful searches. Our web-based delivery system gives the Board anytime, anywhere access to all documents regarding the search. Whether through a tablet, smart phone, laptop or desktop computer, the Board and the search Associates have confidential access to all information associated with the search in an organized, transparent, and timely manner.

RESEARCH BASED COMMUNITY ENGAGEMENT: HYA's community engagement process and online survey employ research-based approaches to identifying the goals, needs, and priorities of the school system along with the desired characteristics of its next leader. The survey was developed based on research on effective leadership.

MORE THAN A BACKGROUND CHECK – EXECUTIVE DUE DILIGENCE: HYA's comprehensive and expanded background checks are completed by independent third-party investigators and include an executive summary allowing for an analysis of findings, not simply dozens of articles and documents for Board members to read.

Our technical proposal, which follows, was written and coded based on the requirements defined in your RFP. Additionally, the brochure entitled, HYA Signature Search Process, defines a prototypical search, but please know that HYA customizes each search to the District's and Board's specific needs and wishes.

Sincerely,

A handwritten signature in cursive script that reads "William H. Adams".

William H Adams, Ed.D.
East Coast Regional President
609-471-4046; billadams@ecragroup.com
Hazard, Young, Attea & Associates
HYA Executive Search Division of ECRA Group, Inc.

www.ecragroup.com

ECRA Group, Inc.
1475 E. Woodfield Rd., 14th Floor
Schaumburg, IL 60173
(847) 318-0072

East Coast Regional Office
Jersey City, NJ

West Coast Regional Office
Palo Alto, CA

J. STANDARD QUESTIONS/STATEMENTS

1. Please explain what you believe this RFP is requesting from your firm.

Hazard, Young, Attea and Associates, (HYA) Proposes to conduct a national search for talented and highly qualified candidates for the position of Superintendent of Schools for Lawrence Township Public Schools

2. Detail your attributes and experience that makes you qualified to conduct a Superintendent search for the Lawrence Township Board of Education.

Our firm began working with Boards over thirty years ago in an effort to assist them in making the best leadership decisions possible. During a typical year, we conduct 30 – 45 superintendent searches. After more than 1,200 searches in every region of the county, our firm is in possession of a network of unique depth and breadth, and is therefore in a strong position to identify individuals who meet the unique and varied needs of the clients we serve. Our Associates bring extensive executive search experience and have a broad range of educational backgrounds. Our Associates from throughout the United States assist with our 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.

3. Please explain how you develop a project timeline and communicate with the client regarding milestones.

Our Associates will work with the Board to develop a timeline that meets the needs of the District. We believe that communication and organization are critical to successful searches. We send out communication to all Board members so that everyone is aware of the calendaring, questions, issues, and responses regarding the search. We establish a dedicated portal for Board member access that will house all of the materials and communication needed for the search. The portal also contains background information of each phase of the search process so that Board members are fully aware of what and why various steps in the search process are needed. A successful search relies on two-way communication throughout the search. The following are some other formal and informal communications the District can expect during the search process:

- A dedicated search portal will be established so that the Board can have confidential access to information associated with the search through electronic communication;
- A comprehensive summary of the Planning Meeting;
- A Leadership Profile Report which will summarize the input received from interviews with whom the Board designates;
- An oral report on the Leadership Profile findings;
- A workshop to prepare Board members for successful candidate interviews;
- A slate presentation to the Board in person;
- Meetings with the Board after each set of interviews to assist the Board in its debriefing and selection.

In addition, progress reports will be provided via email, Board Portal, or regular mail to all Board members, as agreed upon during the Planning Meeting. Board members will receive the business, home, and cell phone numbers, as well as the email addresses, of the Associates. Our office staff, which is highly knowledgeable and pleased to assist at any time, also will be available to the Board from 8:00 a.m. to 5:00 p.m. CST, Monday through Friday.

4. How many searches have you conducted this year? How many were successful on the first attempt?

Thus far, HYA completed approximately 31 searches and are in the process of completing multiple other searches this past year. Two of those searches would be considered “re-opened” or “continued” from the first attempt. HYA is committed to the Boards we serve and will continue the search until a new superintendent is hired.

5. How do you propose to assess the Board’s needs?

Communication with all Board members is the most important variable in building rapport and establishing a trusting relationship. We interview each Board member individually to gather information on their perspectives about the strengths of the district, the critical needs in the system and the most important characteristics that are necessary in the new superintendent. We facilitate the debriefing sessions after interviews to discuss candidates and narrow the pool so that all Board members can equally participate in that process and have a voice in the decisions being made. Finally, we operate on the belief that all Board members need to be engaged by having their voices heard and their perspectives shared so that a decision can be made that is fully supported by all Board members.

6. For which of your references did you conduct a “needs assessment”?

HYA’s Engage Phase is a needs assessment that includes both quantitative and qualitative data collection and analysis. HYA believes the Engage Phase is essential to the search process and was included in each reference provided in our technical proposal.

7. How will you ascertain that your search criteria is correct prior to marketing our position?

A clear definition of the position and qualifications sought is crucial to each subsequent phase of a successful search. To assist the Board in clarifying the criteria desired in the new Superintendent, HYA will conduct individual interviews with each member of the Board and others the Board designates. HYA recommends extensive community involvement in providing input to the Board prior to establishing the criteria desired in the new Superintendent. Up to four consultant days are allocated for the purpose of soliciting input through individual interviews, focus groups and general forums (open to all stakeholders). In addition to the personal interviews, HYA has developed an online survey that can be completed by any stakeholder. The data collected from the online survey and interviews with Board members, staff and the various stakeholders will be compiled in a Leadership Profile Report, which will be presented to the Board in both oral and written formats. Working with the Board, specific profile characteristics emerge from the results of the Leadership Profile Report and are subsequently incorporated into recruitment material. From experience, HYA has learned that one of the most crucial aspects of a successful search is the careful and explicit formation and enumeration of the criteria used in the selection process. Overall, this leadership assessment process has been highly successful in determining critical attributes, while invariably building positive public relations.

HYA prides itself on the extensive time and energy that our associates commit to working with local community and staff members to determine what they seek in their next superintendent. This information

is essential to the Board in making their decisions about the "Desired Characteristics" of their next Superintendent.

8. How do you intend to market our position? i.e. What superintendent segment will you target? In addition to advertising, please emphasize your more assertive strategies for reaching target superintendents.

A key factor of a successful search is effective marketing and aggressive recruitment of successful individuals who may not be seeking a new position. To this end, HYA will aggressively identify individuals who meet the criteria identified by the Board and actively recruit them to consider this position. Identification and recruitment is done in a variety of ways including the following:

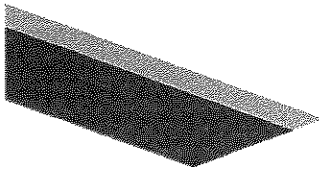
- Announcements of the vacancy will be placed on a number of websites including HYA's (www.hyasearch.com), which will be linked to the District's website. It also will be posted on Education Week, AASA and other educational websites. The strengths of easy-to-use technology will be maximized when the District creates a superintendent search page and posts the link for the Leadership Profile Survey.
- Advertisements will be placed in national and/or regional publications as agreed upon with the Board. Ad content will be shared with the Board members prior to publication to ensure they reflect the intent of the Board. All material will indicate that the District is an equal opportunity employer.
- Subject to the Board's approval, all members of the groups with whom HYA consultants meet in the Leadership Profile Development process will be invited to nominate individuals they feel are highly qualified for the position. On occasion, the preferred candidate is identified through such a nomination. Regardless, it reinforces the Board's intent to have an open, unbiased search embracing candidates from within, as well as beyond, the local area.
- To initiate the search for candidates, contacts throughout the nation will be advised of the vacancy and asked to help identify individuals who match the criteria the Board has identified as desirable in its next Superintendent. Included in this communication will be superintendents reaching every region of the country and leaders of state and national educational organizations, university officials, foundation executives, state education department personnel, and individuals in business, government, industry and the military who have an interest in school ventures. Members of the firm are active professionally in state and national organizations affording ongoing identification of emerging educational leaders with unusual talent and promise.
- Members of the firm will contact prospective candidates who meet the criteria established by the Board. Additional candidates will be sought through personal contact with a number of individuals who work with and/or are aware of a broad spectrum of superintendents.
- Complementing nominations received and utilizing candidate information generated from over 1,200 successful executive searches, HYA will aggressively recruit candidates for the position. In addition, HYA staff will send frequent announcements regarding the search to all associates.

9. Please explain how the firm has sought to achieve a "Fit" for its clients.

HYA has a long history of serving school Boards and school districts as they conduct superintendent searches. Our key focus is to assist Boards by making the process as easy as possible through the support that we provide, by delivering a slate of high quality candidates – all of whom could do the job well. We believe that one of the best ways to determine if we are the right firm to assist the Lawrence Board in their search is to call the Board members we have worked with in the past. By talking directly with the Board members, the Lawrence Board will gain valuable insights into how we work with a school Board and the level of support that we provide. Our key measure of success is the level of satisfaction that Board members have both with the process followed and the quality of the candidate they ultimately select.

10. Please describe your familiarity with the Lawrence Township Board of Education and how your staff are uniquely qualified to meet our needs.

The lead senior associate Dr. Judith Ferguson is an experienced former central New Jersey superintendent who resides in Princeton Junction. Dr. Ferguson is thoroughly familiar with Lawrence Township, its demographics and the Board's espoused goals for the school district and the students who are served through it. Our regional president Dr. William Adams is also a former longtime New Jersey superintendent of 36 years and is thoroughly familiar with Lawrence Township and the many nuances that are specific to New Jersey statutes and regulations. Our firm and Associate team prides itself in acquiring stakeholder input and working with the Board of Education to identify leadership candidates who are the best the best fit for the community and to meet the goals established by the Board of Education.



SCOPE OF SERVICES

Full descriptions of each phase in our search process are available in our *HYA Signature Search Process* brochure. This document serves to clearly outline the specific services, deliverables and costs proposed for Lawrence Township Public Schools (herein after referred to as LTPS). HYA shall provide the following services and deliverables.



Engage Phase

- 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;
- Survey community constituents electronically and provide a report of findings;
- Provide for up to four individual consultant days for interviews, focus groups, and/or town hall meetings to gather in-person input from constituent groups as decided by the Board; additional days are billed at \$1000/day;
- Present a *Leadership Profile Report* to the Board, and propose *Desired Characteristics* based on the data from the survey, interviews with district and community representatives and other material made available to the associates;



Recruit Phase

- Prepare and place advertisements as selected and paid for by the Board;
- Recruit and contact candidates utilizing local or 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;



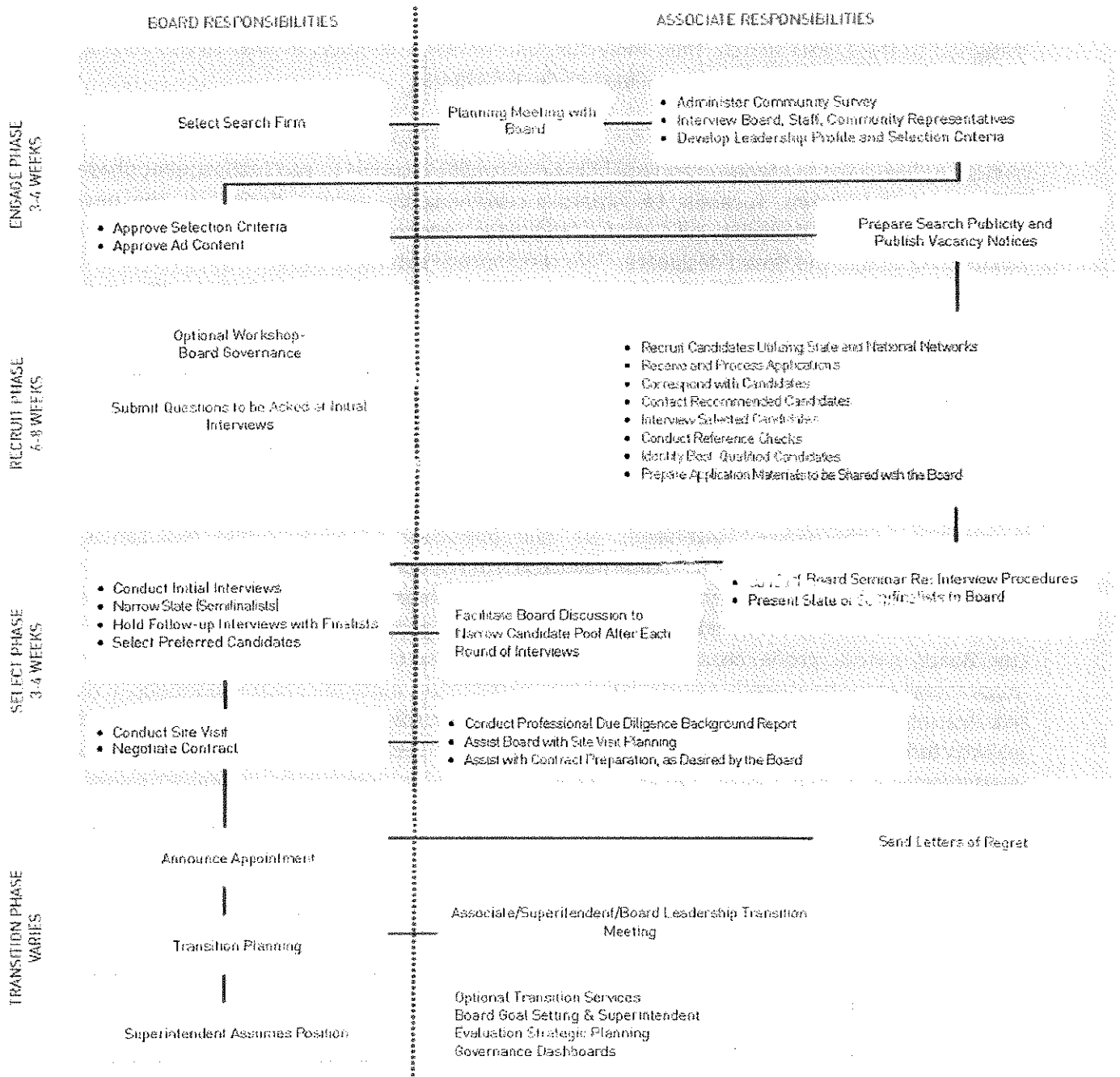
Select Phase

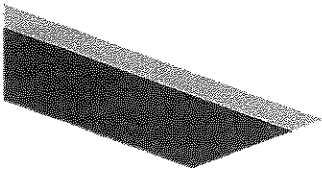
- Present a slate of candidates, the number of candidates to be determined by the Board with a recommendation from HYA;
- Conduct the Interview Workshop and provide materials and protocol to ensure informative effective Board interviews;
- Schedule interviews for the Board with selected semi-finalists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



Transition Phase

- Communicate with all unsuccessful candidates at the close of the search and the appointment of the new Superintendent;
- Hold a debriefing meeting with the new Superintendent and Board regarding information learned throughout the search process;
- Offer other transition services to be considered by the Board and if desired, paid for by the Board.





Actively Seeking Prospective Candidates

We actively pursue applicants, based on the information gathered from the Board, staff and community in developing the Leadership Profile for their next superintendent. We aggressively seek outstanding candidates that match the Desired Characteristics determined by the Board and from the results of the *Leadership Profile Report*. Our proven recruitment process reflects our unique ability to seek and match those characteristics important to the LTPS with candidates we know to be the very best match for the district whether or not they intended to apply prior to our contacting them about the position.

That is where our unique recruitment is especially effective, as it is initiated by the Associates assigned to the LTPSD search, their individual and personal contacts as well as the diverse network of search associates who are part of the HYA family.

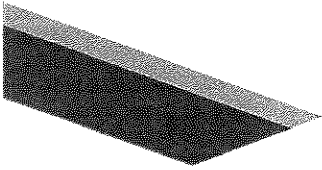
Community Engagement Strategies

A clear definition of the position and qualifications sought is crucial to each subsequent phase of a successful search. To assist the Board in clarifying the criteria desired in the new Superintendent, the Associate will conduct individual interviews with each member of the Board, and others the Board designates. We recommend extensive community involvement in providing input to the Board prior to establishing the criteria desired in the new Superintendent. Up to four consultant days are allocated for the purpose of soliciting input through individual interviews, focus groups and general forums (open to all stakeholders). It is recommended that the Associate facilitate the interviews, focus groups and general forums so as to maintain objectivity in determining what respective stakeholder groups value in the District, the issues they foresee, and the characteristics they would like the new Superintendent to possess.

In addition to the personal interviews, we have developed an online survey that can be completed by any stakeholder. The data collected from the online survey and interviews with Board members, staff, and the various stakeholders will be compiled into a *Leadership Profile Report*, which will be presented to the Board in both oral and written formats. Working with the Board, specific profile characteristics emerge from the results of the *Leadership Profile Report* and are subsequently incorporated into recruitment material. From experience, HYA has learned that one of the most crucial aspects of a successful search is the careful and explicit formation and enumeration of the criteria used in the selection process. Overall, this leadership assessment process has been highly successful in determining critical attributes, while invariably building positive public relations.

Community Engagement & Confidentiality Options

	Full Disclosure of Candidates Interviewed	Finalists Names with Community Forums	Confidential Stakeholder Committee Involved	Completely Confidential
Description of Option	The names of all candidates being interviewed by the Board are released to the public.	The name of the three finalists being interviewed would be released and community forums would be held to meet the candidates.	No names of candidates would be released publicly, but the Board would have a staff/community committee interview the finalists to provide feedback.	Board conducts all interviews and keeps names of candidates completely confidential throughout the entire process.
Questions Related to Option	What benefit does it provide to release the name of all applicants interviewed?	What input would be sought from community members after meeting candidates? How will stakeholders gather information?	What feedback and input does the Board want from the committee? How to structure committee membership?	Do the community and staff accept that this is the Board's decision? Will there be push back?
Benefits of Option	Staff and community members will see the process as totally open and feel the Board is being as transparent as possible.	Stakeholders will have an option to meet the finalists and express an opinion on their preference.	Some stakeholders will be involved and will provide input to the Board in making their decision, which may provide information that would be helpful with their decision.	The Board will have the broadest field from which to select their next superintendent.
Drawbacks of Option	Very few if any active superintendents will consider the position. Stakeholders will make judgments about the Board's decision based on whatever information they gather on their own.	Stakeholders will form an opinion on their preference and may feel the Board did not listen to them if a different candidate is chosen. Successful superintendents will be unlikely to put their name into consideration.	Some stakeholders may feel the process is not open enough as they will want to know who is being considered. Some members of the committee may violate the confidentiality agreement. Some candidates may not apply.	Stakeholders may feel the Board is not interested in their views. Community reaction may impact the acceptance of the preferred candidate. If confidentiality is violated, it may be viewed that a Board member did so.



Background Checks

Reference checking is one of the most important tasks in the search process. We often 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, which includes:

- Contacting the listed references on the application or provided by the candidate. (While this step is necessary it is not sufficient as no one lists or provides references which are not going to provide positive comments.)
- Comprehensive Google and Internet searches to review any public information regarding the candidates. We share these searches with the Board, if desired.
- Confidential reference calls. We strive to obtain a number of positive confidential references on any candidate that would be recommended to the Board for consideration. Given our network of associates and many professional relationships, it is unlikely that we do not 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 or not to recommend the candidate to the Board.

Two additional steps are recommended at the end of the selection process, before any public announcement, a comprehensive independent background check by an outside firm and a site visit.

GUARANTEES

Fixed Price

Throughout the search process the consultants will be available to counsel with the Board about the search. The consultants will assist the Board until the Board determines it has found the appropriate candidate for the position.

Non-Solicitation of Selected Candidate

The Superintendent appointed with HYA's assistance will not be presented to another Board as a candidate if it would result in the Superintendent leaving the District within five (5) years of employment unless the Board provides written authorization to HYA that they may do so.

Two-Year Window

If the Superintendent departs from the position during the first year under any circumstances or within two (2) years if a majority of the Board is still in place, HYA will conduct a new search for the Board for no additional consulting fee.

Price Match

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

THE SEARCH TEAM

HYA assigns an individual management team to each executive search that it conducts. Upon the concurrence of the Board, HYA proposes Dr. Judith Ferguson to lead the search. She will be assisted by others associates throughout the search, as needed.

HYA Associate	Cell Phone	Email
Judith Ferguson	215-208-1655	judith.ferguson@comcast.net

Executive oversight for the search is provided by the East Coast Regional President, Dr. William H. Adams. Contact: 609-471-4046; billadams@ecragroup.com

The Director of Operations, Therese Meyer, serves as project manager and can be reached at 847-318-0072 and theresemeyer@ecragroup.com

REFERENCES

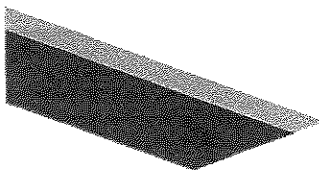
HYA's reputation for effectiveness and integrity is extremely important. The following references were chosen because the board worked with the HYA consultant(s) being proposed for the search or because the district has a similar demographic profile to the district. The reference contact information includes the Board President of the District. In addition to the references listed below, an extensive list of national searches our firm has completed since 2012 is attached.

District Name and State	Reference Name	Contact Information
Bridgewater-Raritan RSD (NJ)	Ann Marie Mead	732.216.7268
Hunterdon Central Regional HS (NJ)	Deborah Labbadia	908.616.8588
Piscataway Twp Schools (NJ)	Tom Mosier	tmosier@pway.org
Robbinsville SD (NJ)	Michael Rea	609.259.8441
Summit Public Schools (NJ)	Celia Colbert	908.399.6131

FEES

In consideration for Services, the District will pay to ECRA/Hazard, Young, Attea and Associates:

- A. Consulting Fee for the search in the amount of \$22,900. This fee is due in three installments:
 - 50% will be invoiced upon execution of the contract/agreement
 - 25% will be invoiced upon presentation of the Leadership Profile Report
 - 25% will be invoiced upon presentation of the slate

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- B. Based on past experience, HYA has designed advertising packages to maximize exposure for the vacancy. HYA includes the vacancy on the HYA Active Searches Website, a listing on the HYA LinkedIn and Twitter as a part of the consulting fee. The Board may elect to purchase a regional or national advertising package that best suits their needs. The Northeast package includes 30-day online listings with CAPSS, NJASA, and NYSCOSS for \$780. Should the Board want additional national advertising the cost ranges from \$1950 - \$5000. See Appendix A in the *HYA Signature Search Process* for additional details.
- C. Background checks/Executive Due Diligence Services as selected by the Board. The cost ranges from \$1105 - \$1950 per candidate. See Appendix B of the *HYA Signature Search Process* brochure for investigative procedures and options.
- D. Printing and Postage; HYA is a green corporation whereby all documents related to the search will be provided via a Board portal. If the Board wishes to have hard copies, 3% of the Consulting Fee will be added to the agreement as an additional fee to cover the costs associated with printing, binding and shipping all materials.
- E. The Community and Leadership Profile Survey is offered in English and Spanish. If the district wishes to offer the survey in additional languages, the fee is \$315 per language. Please allow up to two weeks for translation.

nonreimbursable Expenses

Expenses related to travel of the candidates and consultants will be borne by the Board. HYA directs its associates and candidates to utilize the United States General Service Administration (GSA) guidelines (<http://www.gsa.gov>) for business travel in their given area. Mileage reimbursement is based on current IRS guidelines.

Optional Transition Services

The Transition Phase consists of assisting the Board and new Superintendent to assure a successful transition. HYA associates will meet with the new Superintendent and Board leadership regarding the information learned throughout the search process. In particular, the *Community and Leadership Profile Survey Report*. HYA offers additional Transition Services, please see appendix C of *HYA Signature Search Process* brochure for a listing of transition services.

- \$3000 Board Governance Workshop
- \$5000 Board Goal Setting and Superintendent Evaluation
- \$15,000 Comprehensive First Year Support (includes Governance Workshop and Board Goal Setting and Superintendent Evaluation)

Other transition services quoted based on student population.

JUDITH FERGUSON

EDUCATION

Ed. D.	Educational Administration, Rutgers University	1984
M. Ed.	Foundations of Education, Rutgers University	1976
B.A.	English Education, Trenton State College	1966

EXPERIENCE

1998-Present	Senior Associate, Hazard, Young, Attea & Associates, IL
1998-Present	Manager and Education Consultant, Centennium Consultants, LLC
2005-2008	Superintendent, Hopewell Valley Regional School District, NJ
1998-2003	Senior Fellow, Citizens for Better Schools, Newark, NJ
1992-1998	Superintendent, West Morris Regional High School District, NJ
1988-1992	Superintendent, Newton Public Schools, NJ
1980-1988	Business Administrator, Princeton Regional Schools, NJ
1978-1980	School Program Coordinator, NJ State Department of Education
1988-1989	Adjunct Professor, Graduate School of Education, Jersey City State
1986-1988	Adjunct Professor, Graduate School of Education, Rutgers University
1967-1978	Teacher of English, NBRHS District and Upper Freehold Regional, NJ

RECOGNITION

Rutgers Graduate School of Education Distinguished Service Award	2010
Somerset County Woman of the Year for Education	1997
Distinguished Service Award, NJASA	1999

OFFICES AND SPECIAL MEMBERSHIPS

President, New Jersey Association of School Administrators	1996-1997
AASA Executive Director's Advisory Council	1996-1999
Board of Directors, Horace Mann League	1996-2000
Member, The Governor's NJ 2000 Advisory Committee	1993
Board of Directors, NJ School Development Council	1990-1992
President, Assessment and Development Center of NJ	1990-1991

WILLIAM H. ADAMS

EDUCATION

Ed.D.	Rutgers University, New Brunswick, NJ
M.A.	Rowan University, Glassboro, NJ
B.A.	Rowan University, Glassboro, NJ

EXPERIENCE

2014 – Present	East Coast Regional President, Hazard, Young, Attea & Associates
2006 – 2014	Ray & Associates, Cedar Rapids, IA
1987	New Jersey Regional Day School at Mannington
1986 – Present	CEO and Principal Consultant, W.H. Adams & Associates, LLC, Naples, FL
1984 – 1988	Radey & Fuller Associates, Cherry Hill, NJ
1982	US Department of Education, Title VI Grant
1977	NJ Council on Vocational Education, Trenton, NJ
1973 – 2008	Superintendent of Schools, Salem County Vocational Technical Schools, Woodstown, NJ
1969 – 1973	High School Principal , Camden County Vocational Technical Schools, Pennsauken, NJ

AWARDS

AASA Distinguished Service Award, 2010
NJASA Designated Superintendent Emeritus, 2009
National School Boards American School First Place MAGNA Award, 2008
New Jersey Association of School Administrators Distinguished Service Award, 2005
New Jersey Superintendent of the Year, 1994
AASA James R. Kirkpatrick Legislative Award for testimony before the US Senate, House and GAO, 1991
Rutgers University Graduate School of Education “Distinguished Alumni Award”, 1992
Executive Educator, formerly published by the National School Boards Association,
Top 100 School Administrators in North America, 1980

PROFESSIONAL ACTIVITIES

National Center for Educational Research and Technology (NCERT) – Board of Directors (2007-13)
AASA Corporate Advisement Team (2006)
AASA Publications Review Board (2006 – present)
American Association of School Administrators Executive Committee (1998–01 & 2004–07)
Salem County One Stop Management Team for the Cumberland/Salem Workforce Investment Act (2000 – 2008)
New Jersey Association of School Administrators
 Treasurer (1994 – 1995)
 Secretary (1995 – 1996)
 President-Elect (1996 – 1997)
 President (1997 – 1998)
AASA Legislative Corps (1990 - present)
State Advisory Council for the Gifted and Talented (1984–87)
N.J. Commissioner’s Advisory Council for the Handicapped (1978–86), Chairperson (1978–82)

SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2015				
0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 – 20,000 Students	20,001+ Students
Galt Joint Union High SD (CA) 2,300 students 9-12 Terry Parker Owning 209.810.0720 Highland Falls-Fort Montgomery CSD (NY) 1,000 students K-12 Anne Lawless 914.588.0384 Northbrook/Glenview SD 30 (IL) 1,130 K-8 students Chuck Gilles 847.498.4190 cgilles@district30.org Rockridge CUSD #300 (IL) 1,100 students PK-12 Jeff Widdop 309.793.8001 Salem Elementary SD111 (IL) 970 students PK-8 Terry Barnfield 618.267.0514 Saratoga Union School District (CA) 2,100 students K-8 Arati Nagaraj 408.656.9137 Trevor-Wilmot Consolidated SD (WI) 565 students PK-8 Tom Steiner 262.862.2356	City Schools of Decatur (GA) 4,200 students PK-12 Annie Caiola 404.371.3601 Fayetteville-Manlius Central SD (NY) 4,420 students K-12 Marissa Joy Mims 315.682.3231 Freeport School District 145 (IL) 4,187 students PK-12 Janice Crutchfield janice.crutchfield@fsd145.org Mahopac Central School District (NY) 5,000 students K-12 Michael Sclafani 914.939.1256	Cambridge Public Schools (MA) 7,000 students PK-12 Mayor David Maher 303.249.6575 Barbara Allen 617.349.6441 ballen@cpsd.us CCSD 62 – Des Plaines (IL) 5,201 students PK-8 Stephanie Duckmann 847.824.1136 Centinela Valley Union HSD (CA) 6,600 students 9-12 Hugo M. Rojas II 310.263.3200 Flint Community Schools (MI) 7,000 students PK-12 Isaiah Oliver 810.210.6823 isaiah.m.oliver@gmail.com Hudson School District #2611 (WI) 5,600 students K-12 Jamie Johnson 751.381.7105 Oak Park Elementary SD 97 (IL) 5,900 students PK-8 Bob Spatz bspatz@op97.org Pemberton Township Schools (NJ) 5,000 students 9-12 Sandy Glawson glawson@pemb.org Union Elementary SD (CA) 5,000 students K-8 Sheila Billings 408.888.3268	Bridgewater-Raritan RSD (NJ) 8,800 students K-12 Ann Marie Mead 732.216.7288 amead@brisd.k12.nj.us Eugene School District 4J (OR) 16,000 students K-12 Jim Torrey 541.790.7707 Franklin Township PS (NJ) 8,300 students PK-12 Edward Potosnak 732.745.1866 Jefferson County Schools (WV) 9,000 students PK-12 Scott Sudduth scottstud@gmail.com Montgomery County PS (VA) 9,500 students PK-12 James Lyons 540-831-9864 joelylyons@mcps.org Orleans Parish School Board (LA) 11,000 students PK-12 Noian Marshall, Jr. 504.460.1496 San Mateo-Foster City SD (CA) 12,000 students PK-8 Audrey Ng 626.862.4582 South San Francisco USD (CA) 9,375 students PK-12 Rosa Acosta 650.754.3672 West Allis-West Milwaukee SD (WI) 9,877 students PK-12 Patricia Kerhin 414.604.3000	Boston Public Schools (MA) 57,300 students PK-12 Michael O'Neill 617.947.2967 Colorado Association of School Executive (CO) Executive Director Diana Sirko 970.618.1829 Montgomery County PS (MD) 154,000 students PK-12 Mike Durso 240.401.0674 Sioux Falls School District (SD) 23,000 students PK-12 Kent Alberty 605.941.3740

SELECT HYA SUPERINTENDENT SEARCH HISTORY

WITH REFERENCES

2014				
0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 – 20,000 Students	20,001+ Students
Clarke County Schools (VA) 1,950 students PK-12 Janet Creager Alger 540.664.1163 Green Brook Township PS (NJ) 930 students K-8 James Benscoter benscoter@gbtps.org Haldane Central School District (NY) 883 students K-12 Jennifer Daly 917.450.1630 Maple Dale-Indian Hill SD (WI) 500 students K-8 Chris Soyke 414.540.4092 Moffat County SD RE-1 (CO) 2,402 students PK-12 J.B. Chapman 970.846.2671 Palos CCSD 118 (IL) 1,882 students PK-8 Sheila Pacholski 312.835.3589 Ross Valley School District (CA) 2,200 students PK-8 Anne Capron 415.686.2926 Roselle School District #12 (IL) 690 students K-8 Lisa Mondo 630.240.1709	Asheville City Schools (NC) 4,081 students PK-12 Jacquelyn Hallum 828.258.8118 Katonah-Lewisboro SD (NY) 3,200 students K-12 Marjorie Schiff 516.972.3614 North Plainfield School District (NJ) 3,152 students K-12 Linda Bond-Nelson 908.922.0377 Princeton Public Schools (NJ) 3,800 students PK-12 Timothy Quinn 609.921.0428 Somerville Public Schools (MA) 4,987 students PK-12 Paul Bockelman 617.833.8883 Summit Public Schools (NJ) 4,100 students K-12 Celia Colbert 908.399.6131 Wilton Public Schools (CT) 4,320 students PK-12 Bruce Likly 203.722.6474	Accomack County Schools (VA) 5,200 students PK-12 Ronnie Holden 757.710.1830 Baldwin Union Free SD (NY) 5,000 students K-12 Mary Jo O'Hagan 516.589.2994 ohaganmaryjo@gmail.com Cleveland Heights-University Heights City School District (OH) 5,800 students PK-12 Ron Register 216.403.4708 r_register@chuh.org Evanston-Skokie SD 65 (IL) 7,082 students PK-8 Traci Quattrocki 847.859.8005 Lexington Public Schools (MA) 6,600 students PK-12 Margaret Coppe mcoppe@sch.ci.lexington.ma.us Linn-Mar Community SD (IA) 7,000 Students PK-12 Tim Isenberg, tisenberg@linmar.k12.ia.us Parsippany-Troy Hills SD (NJ) 7,300 students PK-12 Fran Orthwein 973.263.7200 orthwein@aol.com Ridgefield Public Schools (CT) 5,500 students K-12 Austin Drukker 203.894.5550 Woodstock CUSD 200 (IL) 6,145 students PK-12 Paul Meyer 815.337.2503	City SD of New Rochelle (NY) 11,600 students PK-12 David Lacher 914.671.2171 Eanes ISD (TX) 7,803 students K-12 Rob Hargett 512.415.4656 rhargett@eanesisd.net East Brunswick PS (NJ) 8,309 students K-12 Brad Cohen 732.613.6700 Portsmouth Public Schools (VA) 15,200 students PK-12 James Bridgeford 757.434.2567 Rowland Unified SD (CA) 14,000 students K-12 Heidi Gallegos heidigallegos@gmail.com Shoreline District #412 (WA) 9,000 students PK-12 Mike Jacobs or Debi Ehrlichman 206.393.6111 Toms River Regional Schools (NJ) 17,000 students K-12 Joseph Torrone jtorrone@trschools.com	Loudoun County Schools (VA) 70,000 students PK-12 Eric Hornberger 571.291.5685 Virginia Beach City PS (VA) 70,259 students K-12 Dan Edwards 757.263.1016

SELECT HYA SUPERINTENDENT SEARCH HISTORY

WITH REFERENCES

2017				
0 – 3,000 Students	3,001 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
Bexley City SD (OH) 2,274 Students, K-12 Melissa LaCroix Melissa.Lacroix@bexleyschools.org Harvard CUSD 50 (IL) 2,400 Students, PK-12 Sandra Theriault stheriault@cusd50.org Hunterdon Central Regional HS (NJ) 2,990 Students, 9-12 Deborah Labbadia 908.616.8588 Madison SD (NJ) 2,604 Students, K-12 Lisa Ellis 201.400.2349 Orinda Union Elementary SD (CA) 2,529 Students, K-8 Julie Rossiter 925.408.1780 jrossiter@orinda.k12.ca.us Pelham Public Schools (NY) 2,800 Students, K-12 Madeline Smith 646.209.5213 Piedmont City USD (CA) 2,706 Students K-12 Andrea Swenson 510.697.8567 aswenson@piedmont.k12.ca.us Richland SD88 (IL) 915 Students, K-8 Julie Starasich 815.690.0674 Valhalla UFSD (NY) 1,517 students K-12 Bob Ierace, 914.522.9581 rierace@valhallaschools.org	Beacon City Schools (NY) 3,600 Students, K-12 Meredith Heuer 917.447.6562 Chappaqua Central SD (NY) 4,000 Students, K-12 Allison Gardner 914.409.7696 Concord Public Schools & Concord-Carlisle Regional School District (MA) 3,355 students, K-12 Johanna Boynton 978.318.1500 Duxbury Public Schools (MA) 3,250 students, PK-12 Anne Ward, awarddux@verizon.net Manhasset Union Free SD (NY) 3,300 Students, K-12 Regina Rule 914.602.1483 North Shore SD 112 (IL) 4,309 Students, PK-8 Eric Ephraim 847.541.0076 Rescue Union SD (CA) 3,766 Students, PK-8 Nancy Brownell, 916.769.7417 Rye City SD (NY) 3,384 Students, K-12 Katy Keohane Glassberg glassberg.katy@ryeschools.org	Franklin Public Schools (MA) 5,447 students, PK-12 Kevin O'Malley 774.571.8486 Hempstead Union Free School District (NY) 6,000 Students, PK-12 Maribel Touré 516.434.4000	Clarke County SD (GA) 13,500 students, PK-12 Charles Worthy, 706.255.7795 Crowley ISD (TX) 15,200 Students, PK-12 June W. Davis 817.292.6092 Cupertino USD (CA) 18,000, PK-12 Anjali Kausar 408.827.8336 El Rancho USD (CA) 8,800 students, PK-12 Dr. Aurora Villon, 562.965.8636 L'Anse Creuse PS (MI) 12,000 Students, K-12 Amy Servial 586.822.9302. amyservial@gmail.com Dr. Terri Spencer 248.520.0334 tmsedd@gmail.com Richland SD (WA) 13,400 Students, K-12 Rick Jansons, 509.528.3488 rick.jansons@rsd.edu Sequoia Union HSD (CA) 9,000 Students, 9-12 Carrie DuBois, cdubois@cbnrcal.com	Fairfax County PS (VA) 183,000 students, PK-12 Sandy Evans, 571.423.1083 Garland ISD (TX) 57,400 Students, PK-12 Larry H. Glick 972.475.4000 Midland ISD (TX) 25,000 Students, PK-12 Rick Davis 432.683.6686 Portland Public Schools (OR) 49,200 students, PK-12 Amy Kohnstamm 503.913.3945 Richmond City SD (VA) 22,000 Students, PK-12 Dawn Pope 804.402.5000 Thomas Farrell 804.513.0523

SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2016

0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
Brisbane SD (CA) 450 students, TK-8 Leo Tingin 415.269.4149 ltingin@brisbanesd.org Carlisle Public Schools (MA) 620 students PK-8 Melissa McMorrow 978.369.6550 CCSD 89 – Glen Ellyn (IL) 2,000 students PK-8 Mike Nelson 773.469.7750 Gravenstein Union SD (CA) 748 students K-8 Jim Horn 707.823.1052 Harvey School District 152 (IL) 2,300 students PK-8 Gloria Johnson gjohnson@harvey152.org Sequel Union Elementary SD (CA) 1,900 students PK-8 Judy McGooden 408.818.1263 Woodbridge School District (CT) 780 students, PK-6 Margaret Hamilton, 203.494.7591 mannham@sbglobal.net	Bedford Central School District (NY) 3,600 students K-12 Jennifer Gerken 914.262.3526 Jefferson UHSD (CA) 5,000 students 9-12 Rosie Tejada 415.250.5123 Laguna Beach USD (CA) 3,037 students K-12 Carol Normandin 949.497.7700 ext. 5202 Minooka Community HSD #111 (IL) 2,700 students 9-12 Mike Brozovich mbrozovich@mcchs.net New Albany-Plain Local SD (OH) 4,882 students PK-12 Debra Kalinosky dkalinosky@earthlink.net Walnut Creek ESD (CA) 3,600 students K-8 Katie Pefia 925.287.0494	Westport Public Schools (CT) 5,770 students PK-12 Michael Gordon 203.255.2244	Campbell Union HSD (CA) 8,000 students 9 - 12 Linda Goytia 408.230.7414 Carlsbad USD (CA) 11,000 students, K-12 Claudine Jones 760.331.5000 Fairfield Public Schools (CT) 10,000 students PK-12 Philip Dwyer dwyer_philip@yahoo.com Manchester School District (NH) 15,000 Students PK-12 Debra Langton 603.669.8338 Santa Barbara Unified SD (CA) 15,500 students PK-12 Kate Parker kparker@sbnunified.org Stamford SD (CT) 16,000 students K-12 Geoff Alswanger 203.968.0233	Beaverton School District (OR) 40,725 students K-12 Anne Bryan 503.679.5040 Blue Valley SD 229 (KS) 22,000 students PK-12 Mike Seitz 913.226.7765 Houston ISD (TX) 215,000 students PK-12 Manuel Rodriguez 713.498.5649 Humble ISD (TX) 41,000 students PK-12 Robert Sitton 281.450.2472 Los Angeles USD (CA) 640,000 students PK-12 Steve Zimmer 213.241.6387 Northwest ISD (TX) 21,000 students PK-12 Mark Schluter 817.948.6425 Josh Wright 682.472.1846 Phoenix Union HSD (AZ) 27,000 students 9-12 Lela Alston 602.278.2002 Providence PSD (RI) 24,000 students PK-12 Nicholas Hemond 401.453.8600 Santa Ana Unified SD (CA) 56,000 students PK-12 John Palacio 714.542.0589

SELECT HYA SUPERINTENDENT SEARCH HISTORY

WITH REFERENCES

2013				
0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 – 20,000 Students	20,001+ Students
Fox Point-Bayside Schools (WI) 500 students PK-8 Deb Friberg deb_friberg@hotmail.com High Point Regional HS District (NJ) 800 students 9-12 Paul Derin 973.875.7205 Nicolet High School (WI) 1,300 students 9-12 Marilyn Franklin 414.352.1180 Portola Valley School District (CA) 700 students PK-8 Jocelyn Swisher 650.851.1777 Public Schools of the Tarrytowns (NY) 2,100 students PK-12 Mimi Godwin 914.564.9621 Secaucus School District (NJ) 2,190 students PK-12 Jack McStowe jmcstowe@sboe.us Sunnybrook SD 171 (IL) 1,015 students K-8 Lance Lape 708.895.7790 Tuckahoe Union Free SD (NY) 1,100 students K-12 Julio Urbina 212.239.3030 Watchung Hills Regional HS (NJ) 2,068 students 9-12 Robert Horowitz 732.563.1122	Belmont-Redwood Shores SD (CA) 3,600 students K-8 Robert Tashjian 650.520.5354 Monona Grove School District (WI) 3,121 students PK-12 Susan Fox 608.272.5015 Tukwila School District (WA) 2,920 students K-12 Mark Wahls from wahlssea@yahoo.com	Oconomowoc Area Schools (WI) 5,100 students PK-12 Don Wiener 262.490.0804 Passaic City SD (NJ) 7,000 students PK-12 Byron Bostos 973.470.5500 Piscataway Twp Schools (NJ) 7,200 students K-12 Tom Mosier tmosier@pway.org Shaker Heights City Schools (OH) 5,500 students K-12 Annette Sutherland 216.991.8573 St John the Baptist Parish SD (LA) 6,253 students PK-12 Gerald Keller 504.628.5277 Syosset Central SD (NY) 6,527 students K-12 Michael Cohen 516.567.7780 mcgrateful@gmail.com	Alvord Unified SD (CA) 19,812 students K-12 Art Kaspereen artjr@gmail.com Decatur Public Schools (IL) 9,000 students PK-12 Brian Hodges 217.877.8901 Portage Public Schools (MI) 8,700 students K-12 Robert Snyder 269.381.3585 San Leandro Unified SD (CA) 8,800 students K-12 Diana J. Proia 510.483.0744	Fairfax County Schools (VA) 186,000 students PK-12 Ilryong Moon 703.409.0270 Fort Bend ISD (TX) 69,000 students PK-12 Jim Rice 832.563.2942 Indianapolis Public Schools (IN) 30,000 students PK-12 Diane Arnold 317.679.8844 Jersey City Public Schools (NJ) 26,000 students PK-12 Suzanne Mack 201.344.7599 Round Rock ISD (TX) 47,328 students PK-12 Catherine Hanna 512.731.6604 Stafford County PS (VA) 27,463 students PK-12 Stephanie Johnson 540.295.0233 johnsonsj@staffordschools.net

STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION)
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This Statement Shall Be Included with
All Bid and Proposal Submissions**

Name of Business: Hazard, Young, Attea & Associates _____

Address of Business: 1475 E. Woodfield Road, 14th Fl., Schaumburg, IL 60173 _____

Name of person completing this form: John Gatta _____

N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships, apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal

Part I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- ☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership
- ☐ Limited Liability Company
- ☒ For-profit Corporation (including Subchapters C and S or Professional Corporation)
- ☐ Other (be specific): _____

Part II

- ☒ I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

OR

- ☐ I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below. (Please attach additional sheets if more space is needed):

List Names and Addresses:

Name:

1. Louis Gatta
2. John Gatta
- 2.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Address:

- 1475 E. Woodfield Road, 14th Fl., Schaumburg, IL 60173
- 1475 E. Woodfield Road, 14th Fl., Schaumburg, IL 60173

Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded: N/A

"To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

- ☐ Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR

- ☐ Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

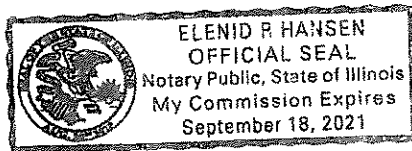
AND

- ☐ Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

Subscribed and sworn before me this 08 day of
February, 20 18.

(Notary Public)

My Commission expires:



(Affiant)

John Gatta - President/CEO
(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)



NON-COLLUSION AFFIDAVIT(NOTARIZE)

STATE OF ILLINOIS)

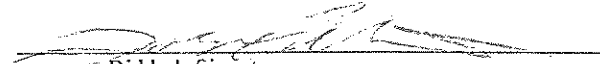
COUNTY OF Cook)

I, John Gatta of the City of Schaumburg in the County of, Cook and the State of IL of full age, being duly sworn according to law on my oath depose and say that: I am President/CEO of the firm of Hazard, Young, Attea & Associates the bidder making this Proposal/Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder had not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Hazard, Young, Attea & Associates (N.J.S.A. 52:34-15)

(Name of Firm)


Bidder's Signature

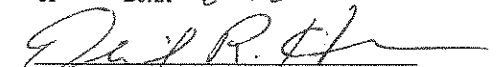
Subscribed and sworn to

John Gatta

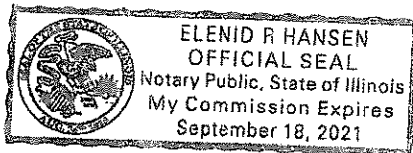
(Also type or print name of bidder)

before me this 08 day February

of 20xx 2018


Notary Public of State of Illinois

My Commission expires 09/18/21 20xx



DEBARMENT AFFIDAVIT (NOTARIZE)

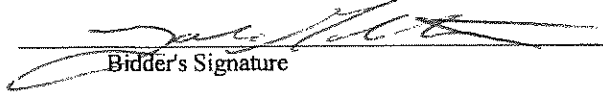
STATE OF ILLINOIS)

COUNTY OF Cook)

I, John Gatta of the City of Schaumburg in the County of, Cook and the State of IL of full age, being duly sworn according to law on my oath depose and say that: I am President/CEO of the firm of the bidder making this Proposal/Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder is not included on the State Treasurer's, the Financing Authority's, the Development Authority's or the Federal government's List of Debarred, Suspended or Disqualified Bidders as a result of action taken by any State or Federal agency.

Hazard, Young, Attea & Associates

(Name of Firm)


Bidder's Signature

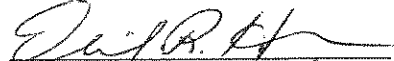
Subscribed and sworn to

John Gatta

(Also type or print name of bidder)

before me this 08 day February

of 20xx 2018



Notary Public of State of Illinois

My Commission expires 09/18/21 20xx

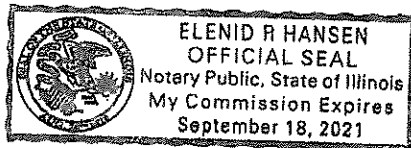


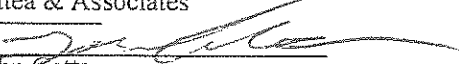
EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127) N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows: The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2. 12 EXHIBIT A (Cont) The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions. The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents: Letter of Federal Affirmative Action Plan Approval, Certificate of Employee Information Report; or Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance/). The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Company Name: Hazard, Young, Attea & Associates

Signature of authorized bid submitter: 

Name of Person signing bid: John Gatta

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	Hazard, Young, Attea & Associates		
Address:	1475 E Woodfield Road, 14th Fl.		
City:	Schaumburg	State:	IL Zip: 60173

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

	John Gatta	President/CEO
Signature	Printed Name	Title

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]

☐ Check here if the information is continued on subsequent page(s)

Quote Number: _____

Bidder/Offeror: Hazard, Young, Attea & Associates**PART 1: CERTIFICATION****BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, she shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☒ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____ Contact Phone Number _____

Delete

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that I am authorized to execute this certification on behalf of the bidder, that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare all contract(s) resulting from this certification void and unenforceable.

Full Name (Print): John Gatta

Signature: _____

Do Not Enter PIN as a SignatureTitle: President/CEODate: 02/02/2018

PROPOSAL PAGE:

Proposal for the work described herein \$ 22,900.00 (Base contract)

Written in words: \$ twenty two thousand nine hundred dollars

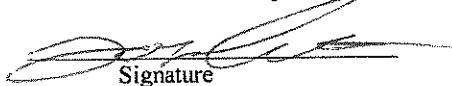
COMPANY NAME AND ADDRESS OF CONTRACTOR (Type or Print)

Hazard, Young, Attea & Associates
1475 E. Woodfield Road, 14th Fl.
Schaumburg, IL 60173

President/CEO

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL (Also, Type or Print)

I certify that I am an authorized representative from the above named company with full authority to bind the company to the terms and conditions of this quote. I have read the specifications and drawings and agree to all conditions set forth therein.


Signature

02/02/2018
Date

847-318-0072
Telephone Number

John Gatta, President/CEO
Printed Name, Title

hya@ecragroup.com
Email

EXCEPTIONS: LIST ALL EXCEPTIONS HERE

QUESTIONS ASKED BY POTENTIAL BIDDERS: ANSWERS GIVEN TO ALL HOLDERS OF THIS SPECIFICATION.

There was only one question submitted.

Vendor Question #1:

Background: Under paragraph A. *Scope* and paragraph H. *Background searches*, the Board states that the bidder “shall also conduct background searches on all candidates” and “shall be responsible for conducting background checks on candidates”.

Question: What are the expectations and requirements for the type, breadth and depth of background checks/searches requested by the Lawrence Township Board of Education?

Board's Answer #1:

The Lawrence Township Board of Education is relying on the professional discretion offered by the responding search firm as it relates to the type, breadth, and depth of the background searches and checks. The Board believes that the search firm should apply its proffered expertise in a manner that brings the most qualified candidates forward for consideration while at the same time respecting the candidate's privacy and protecting the Board's interests.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/28/2017

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

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

PRODUCER DSP Insurance Services 1900 E. Golf Road Suite 650 Schaumburg IL 60173	CONTACT NAME: PHONE (A/C, No, Ext): (847) 934-6100 FAX (A/C, No): (847) 934-6186 E-MAIL: ADDRESS:														
INSURED ECRA Group, Inc. 1475 E. Woodfield Rd. 14th Flr Schaumburg IL 60173	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC#</th></tr></thead><tbody><tr><td>INSURER A: Sentinel Insurance Company, LT</td><td>11000</td></tr><tr><td>INSURER B: Hartford Insurance Co Of Midwest</td><td>37478</td></tr><tr><td>INSURER C: AmTrust Insurance Company</td><td>15954</td></tr><tr><td>INSURER D: Federal Insurance Company</td><td>20281</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Sentinel Insurance Company, LT	11000	INSURER B: Hartford Insurance Co Of Midwest	37478	INSURER C: AmTrust Insurance Company	15954	INSURER D: Federal Insurance Company	20281	INSURER E:		INSURER F:	
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INSURER D: Federal Insurance Company	20281														
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: Cert ID 21384

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			83SBAPY2314	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
C	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			KFP1030061-03	07/01/2017	07/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			83SBAPY2314	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	83WECBM2787	07/01/2017	07/01/2018	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			82256406	07/01/2017	07/01/2018	Ea. Claim/Aggregate \$ 2,000,000 \$

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

CERTIFICATE HOLDER**CANCELLATION**

PROOF OF INSURANCE

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

AUTHORIZED REPRESENTATIVE

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11/15/12

Taxpayer Identification# 270-092-348/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: ECRA GROUP INC	TRADE NAME:	
ADDRESS: 5600 N RIVER RD STE 180 ROSEMONT IL 60018-5184	SEQUENCE NUMBER: 1754011	
EFFECTIVE DATE: 11/15/12	ISSUANCE DATE: 11/15/12	
 Director New Jersey Division of Revenue		
FORM-BRC (04-08), D205846V		
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

STATE OF NEW JERSEY
Division of Public Contracts Equal Employment Opportunity Compliance

EMPLOYEE INFORMATION REPORT

IMPORTANT- READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN SHARP BALLPOINT PEN.
FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE.
DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the Form, go to: www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY 27-0092348	2. TYPE OF BUSINESS ☐ 1. MFG ☒ 2. SERVICE ☐ 3. WHOLESALE ☐ 4. RETAIL ☐ 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY 23
4. COMPANY NAME Hazard, Young, Attea & Associates		
5. STREET 5600 N. River Road Suite 180	CITY Rosemont	COUNTY Cook
	STATE IL	ZIP CODE 60018
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) ECRA Group, Inc.		CITY Rosemont
	STATE IL	ZIP CODE 60018
7. CHECK ONE: IS THE COMPANY: ☒ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT		
	CITY	COUNTY
	STATE	ZIP CODE

Official Use Only	DATE RECEIVED	INAUG. DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****				
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/Managers	4	3	1					3					1
Professionals	14	8	6				4	4					6
Technicians													
Sales Workers													
Office & Clerical	2		2						1				1
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment From previous Report (If any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												
	3		3										3

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED ☒ 1. Visual Survey ☐ 2. Employment Record ☐ 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES ☒ 2. NO ☐	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: 03/01/2014 To: 03/31/2014		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR
17. ADDRESS NO. & STREET 5600 N. River Road Ste 180	CITY Rosemont	COUNTY Cook	STATE IL
	ZIP CODE 60018	PHONE (AREA CODE, NO., EXTENSION) 847 - 318 - 0072	

I certify that the information on this Form is true and correct.

HYA looks forward to the possibility of working with the Board and assisting with the selection of a new leader. Please contact HYA at 847-318-0072 or at hya@ecragroup.com with questions or requests for additional information.

Hazard, Young, Attea & Associates
1475 E. Woodfield Rd, 14th Floor
Schaumburg, IL 60173
(847) 318-0072

East Coast Regional office
Jersey City, NJ

West Coast Regional office
Palo Alto, CA

www.hyasearch.com



HYA Signature Search Process



HYA Executive Search
Hazard, Young, Attea & Associates

The HYA Difference

National Reach – Local Focus

Established in 1987, Hazard, Young, Attea & Associates (HYA) is one of the oldest and largest search firms having assisted more than 1000 school boards select exceptionally talented leadership in school systems across the nation, large and small, urban and rural. HYA's reputation and experience make it one of the preeminent school search firms in the nation and a standard which others often emulate. HYA Associates are located across the country to conveniently serve clients and are thus uniquely qualified to bring local - as well as national - perspectives, knowledge, experience, and connections to each search.

The Board Portal

Communication and organization are critical to successful searches. Our web-based delivery system gives the Board anytime, anywhere access to all documents regarding the search. Whether through a tablet, smart phone, laptop or desktop computer, the Board and the search Associates have confidential access to all information associated with the search in an organized, transparent, and timely manner.

Executive Oversight

Every HYA search has executive oversight by a Regional President, and HYA's Director of Operations serves as project manager to ensure all details are carefully managed. HYA has professionally staffed offices, a technological infrastructure, and a staff of full-time employees. Our tech team serves as a resource to school districts for linking the online community survey and other search materials to their website. These resources make HYA capable of responding to Board's requests in a very timely fashion.

Research Based

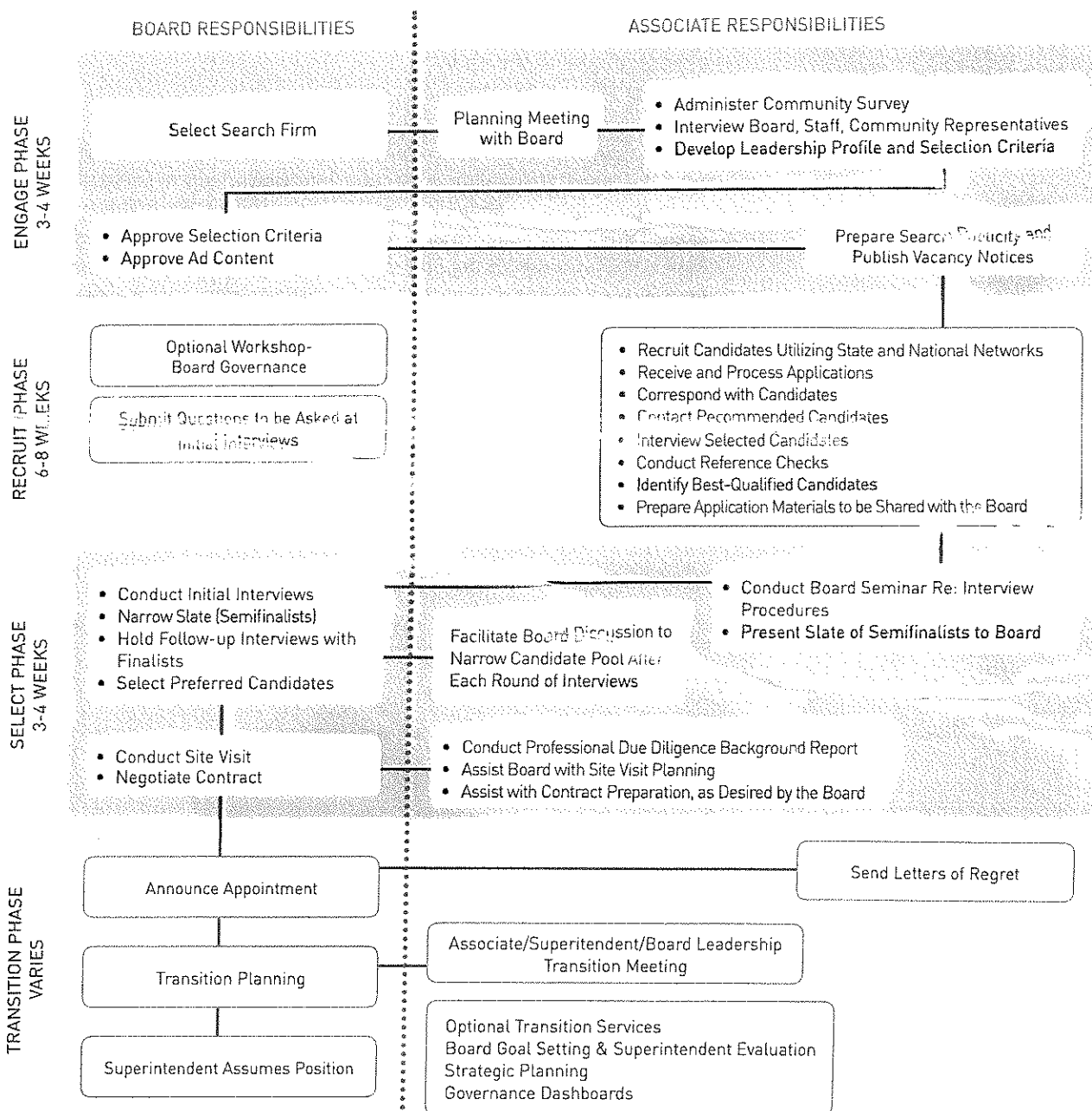
HYA is the leadership division of ECRA group, a premier research and analytics firm with over 35 years of experience supporting school districts in improving student outcomes. HYA's community engagement process and online survey employ research-based approaches to identifying the goals, needs, and priorities of the school system along with the desired characteristics of its next leader. The survey was developed based on research on effective leadership. The resulting Community and Leadership Profile Survey 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/ECRA group 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.



More Than a Background Check – Executive Due Diligence

HYA's comprehensive and expanded background checks are completed by independent third-party investigators and include an executive summary allowing for an analysis of findings, not simply dozens of articles and documents for Board members to read. The investigative procedures are comprehensive and thorough with a focus on the public school landscape - well beyond what constituents could produce through a simple internet search. This includes on-site research of primary source documents at relevant county court houses for civil and criminal record history. Additionally news and social media investigations provide a better understanding of a candidate's leadership style, public relations skills, and reputation.

HYA Signature Search Process





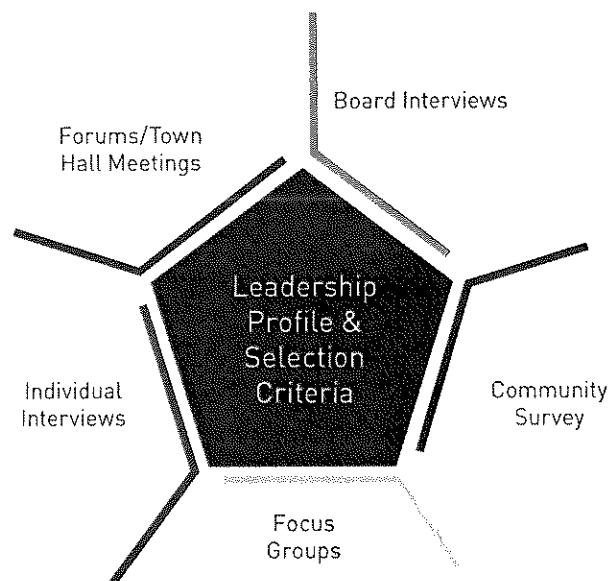
The Four Phases of HYA's Signature Search

The process outlined represents a prototypical 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 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), and focus groups. Information from these interactions assists the Board in developing a leadership profile and selection criteria that match the priorities of the community and that meet the unique needs of the local district. 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. In an effort to be fully transparent to the community, an internet link is provided to the HYA website which details the search process and the vacancy announcement.





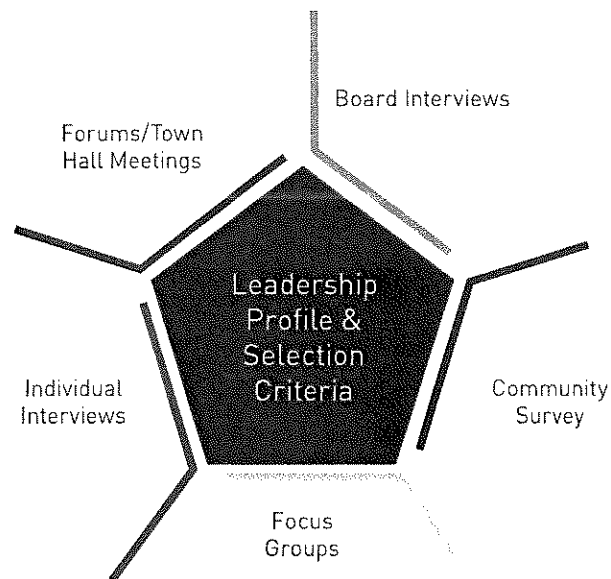
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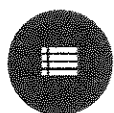
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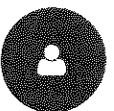
Recruit

The Recruit phase consists of leveraging HYA's extensive national network of Associates across multiple offices and incorporating advertising strategies (as selected and paid for by the Board pursuant to Appendix A) 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 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 (as selected and paid for by the Board pursuant to Appendix B).



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 (as selected and paid for by the Board pursuant to Appendix C).

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 Supervisors).

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. Board members will receive the business, home and cell phone numbers, as well as the email addresses of the Associates.

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 a Regional President and HYA's Director of Operations serves as project manager to ensure no detail is overlooked. HYA's office staff, which is highly knowledgeable and pleased to assist at any time, is available to the Board from 9:00 a.m. to 5:00 p.m. CST, Monday through Friday.

HYA believes that communication and organization are critical to successful searches. Our delivery system gives the Board anytime, anywhere access to all documents regarding the search. HYA has adopted a green process whereby all materials are delivered via a dedicated search portal so the Board and its Associates can have confidential access to all information associated with the search in an organized and timely manner.

All materials are delivered via a dedicated search portal giving the Board immediate and organized access to all information

Options to Complement the Advertising Packages

(Choose as many as desired.)

Careerbuilder Network	ALAS & NABSE	LinkedIn
Careerbuilder ad, linked to ASCD job ramp (Association for Supervision and Curriculum Development) for 30 days	Association of Latino Administrators and Superintendents (ALAS) for 6 weeks online, push on ALAS apps	LinkedIn listing for 30 days
	National Association of Black School Educators (NABSE) for 30 days	

Regional Packages

(Choose one of the following.)

California	Northeast	State Specific
2 advertisements (5X4) in EdCal/ACSA (Association of CA School Administrators), print and e-publication	NJASA (New Jersey Association of School Administrators)	Three State association advertisements as decided by the associate and the board
CALSA (CA Association of Latino Superintendents and Administrators) online advertisement for 90 days	NYSCOSS (New York State Council of School Superintendent) online and newsletter	Posted on ECRA, Twitter, and LinkedIn
CAAASA (CA Association of African American Superintendents and Administrators) online advertisement	CAPSS (Connecticut Association of Public School Superintendents)	
Posted on ECRA, Twitter, and LinkedIn	Posted on ECRA, Twitter, and LinkedIn	

Appendices

- A Advertising Services
- B Executive Due Diligence
- C Transition Services

Advertising Services

HYA Associates work with their clients to consider the many approaches to advertising vacant position(s). The HYA staff creates and coordinates all advertisements at the Board's direction. The National Plan ensures exposure in the most frequently read print, e-publication journals, and job boards of educational leaders across the country. HYA has created other more focused advertisement options for the Board to consider as add-ons to the National Plan, including state and region-specific options. Whatever the Board chooses, HYA staff will write, place, and coordinate all the details.

Package 1	Package 2	Package 3
HYA group print ad in Ed Week	Two HYA group print ads in Ed Week	Monthly HYA group print ad in Ed Week for length of search
Online listing on EdWeek's TopSchoolJobs site for 30 days	Online listing on EdWeek's TopSchoolJobs site for 30 days	Dedicated District specific print ad in Ed Week
Online Showcased ad on EdWeek and TopSchoolJobs homepages for 7 days	Online Showcased ad on EdWeek and TopSchoolJobs homepages for 7 days	Online listing on EdWeek's TopSchoolJobs site for 30 days
Online listing on AASA's site for 30 days	Online listing on AASA's site for 30 days	Online Showcased ad on EdWeek and TopSchoolJobs homepages for 7 days
Posted on ECRA, Twitter, and LinkedIn	Online Spotlight and Preferred upgrades on AASA's Site for 30 days	Online listing on AASA's site for 30 days
	Posted on ECRA, Twitter, and LinkedIn	Online Spotlight, Preferred, and Featured upgrades on AASA's Site for 30 days
		Posted on ECRA, Twitter, and LinkedIn



Options to Complement the Advertising Packages

(Choose as many as desired.)

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Posted on ECRA, Twitter, and LinkedIn	Posted on ECRA, Twitter, and LinkedIn	

Executive Due Diligence

HYA incorporates executive due diligence in the search process. The comprehensive and expanded background checks are completed by independent third-party investigators and include an executive summary allowing for an analysis of findings, not simply dozens of articles and documents for Board members to read. 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. This 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. 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 Basic 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	Basic
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
Transunion 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
Executive Summary	x	x
News Media Review (5 year timeframe and up to 20 relevant articles)	x	
Social Media Review	x	

Transition Services

HYA offers optional transition services that would benefit Boards and new Superintendents during the transition period and the Superintendent's first year in the school district.

Board Governance Workshop

The Board Governance Workshop requires 3-4 hours 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.

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 during his/her first two years 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.

Comprehensive First Year Support

This service includes both the Board Governance Workshop and the Board Goal Setting & Superintendent Evaluation service in addition to ongoing mentoring for the new Superintendent. The mentoring relationship will be designed with the HYA Associate and the new Superintendent with input from the Board. There is a focus on monitoring progress towards attainment of Board goals and facilitation of the Superintendent's first year evaluation.

Strategic Planning

Improving student outcomes begins with a clear and compelling vision for student success. When a new leader is appointed, a clear and concise strategic plan helps guide decisions and ensures energy is directed toward advancing the priorities of the community as directed by the Board. A disciplined strategic planning process allows school systems to engage stakeholders, build a consensus around what matters, and channel resources accordingly in order to ensure a maximum return on investments. A disciplined strategic planning process provides clarity of purpose as well as a structure to align the organization, its structures, and its policies. This service is typically a 3-6 month engagement.

Governance Dashboards

Governance dashboards help to facilitate, launch, and govern implementation of the district's strategic plan and give meaningful data for the Board to evaluate the impact and return on investment that strategic goals are having on student achievement, financial, and other system outcomes. The strategic dashboard provides a framework for the Board and Superintendent to communicate the priorities and progress of the school system to the community. This service is a continued service from year to year.

HYA looks forward to the possibility of working with the Board and assisting with the selection of a new leader. Please contact HYA at 847-318-0072 or at hya@ecragroup.com with questions or requests for additional information.

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