

**REVISED**

**Ray and Associates, Inc.**  
*Leaders in Executive Searches*



**TERMS OF AGREEMENT FOR  
HIGH SCHOOL PRINCIPAL SEARCH SERVICES**

**FOR THE**

**GLENBROOK NORTH AND  
GLENBROOK SOUTH HIGH  
SCHOOLS**

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**SECTION I**

WHEREAS, the Glenbrook North High School and Glenbrook South High School are desirous of obtaining professional services and Ray and Associates, Inc., a consulting firm, is desirous of providing such services, and it is agreed between the parties that the following terms and conditions shall be in effect:

**RAY AND ASSOCIATES WILL:**

1. Customize the search process to meet the needs and expectations of the Glenbrook North High School and Glenbrook South High School.
2. Establish a timeline that lists each step in the search process.
3. Discuss the requirements and salary range for the high school principal position.
4. Work with the Glenbrook North High School and Glenbrook South High School staff and those selected in the development of an accurate informational flyer/job description and application form. If desired, our office staff has the experience and capability to create the district's promotional flyer and application form. The printing of the flyer will be the responsibility of the district.

5. Develop all required forms for the application and screening process.
6. Conduct all aspects of the recruitment process on a statewide, regional and national basis as follows:
  - Notify all associates to actively recruit potential candidates.
  - Contact individuals in our firm's database whose interests match the criteria.
  - Actively recruit applications from qualified individuals.
  - Solicit nominations from knowledgeable people in the profession.
  - Contact other professional consultants in private and public sectors.
  - Discuss with all candidates the district's characteristics and the criteria for the new high school principal position.
  - Advertise nationally in the following as selected by the superintendent/board: National Association of Secondary School Principals (NASSP) Website, AASA Website, Education Week Newspaper and Website, Ray and Associates Website, the Illinois School Administrators and Illinois School Boards Publications, Women in Higher Education, Hispanic Outlook, The School Administrator Publication, Executives Only Website, and other selected publications.
7. Develop and manage the candidate screening process. All applicants are screened from the perspective of a viable match with district criteria to determine their capabilities, strengths and weaknesses. The search team thoroughly reviews each file and seeks alignment of qualifications with district expectations. Those who emerge successfully from this screening are deemed viable candidates.
8. Check references provided and conduct additional background investigation of leading candidates. Our firm interviews each viable candidate that meets the criteria and verifies their qualifications, experience and eligibility of certification. Our background research team then conducts extensive investigations on those individuals. The investigations go well beyond listed references and their current position to include contacts with state associations and various national leadership organizations. A complete check of a candidate's work history is also completed utilizing online resources such as Google, Yahoo, Bing, Facebook, Twitter and other social media sources as well as checking for blogs through candidate's local newspaper.
9. Provide the an opportunity to observe each semi-finalist candidate interviewed with questions specifically designed to the Glenbrook North High School search through video technology. This will allow a better perspective of each candidate in order to determine which candidates to interview. Ray and Associates is the only search firm that provides this video technology screening of candidates. By offering this opportunity, this will save on expenses and time.
10. Provide an impartial and objective consensus building matrix instrument developed by Ray and Associates to assist in determining the finalists for an interview.
11. Assist in establishing the interview format and in developing interview questions.
12. Help arrange the details of interviews for leading candidates.

13. Coordinate with the Glenbrook North High School and Glenbrook South High School Business Office the procedure for reimbursement of candidates' expenses.
14. Assist district legal staff in negotiating the contract with the successful candidate at no additional cost to the district.
15. After the appointment, dispose of the files and send appropriate communications to the candidates not interviewed by the superintendent/board.
16. Assist the district in preparing a press release, upon request, announcing the appointment of the new high school principal.

## **SECTION II**

### **GENERAL PROVISIONS**

#### **CONFIDENTIALITY**

Ray and Associates, Inc. will preserve the confidential nature of any information that becomes available to the firm resulting from the services rendered to the district.

#### **SATISFACTION GUARANTEED**

We provide a termination provision in our contractual agreement with the Glenbrook North High School and Glenbrook South High School. If the Glenbrook North High School, Glenbrook South High School or Ray and Associates, Inc. terminate this agreement, the Glenbrook North High School and Glenbrook South High School will be charged for only the work performed and expenses incurred up to the date of termination.

If the board is dissatisfied with the new principal within one year from the date of employment of the principal and if either party dissolves that relationship by resignation or termination within a one year period of the initial employment, the firm of Ray and Associates, Inc. will conduct a new high school principal search at no cost to the district, except for expenses.

#### **CONSULTANT FEE**

The base fee for the performance of the Glenbrook North High School and Glenbrook South High School high school principal search by the consultant as provided in the proposal will be a combined fee of \$20,000 (twenty thousand dollars).

Any services requested by the district after the new high school principal is hired and the search is closed, will be billed as an additional fee. This fee will be determined based upon the services requested and agreed to prior to the services being rendered.

The Glenbrook North High School and Glenbrook South High School high school principal search fee shall be paid in three (3) equal installments; the first installment is due following completion of the promotional material and application form, the second installment is due mid-point of the

search and the final payment is due the month that the high school principal is officially hired by the district. Expenses will also be billed as they occur. Printing of the promotional material and application form will be the responsibility of the district.

If the board determines that the consultant should actually draft the individual contract for the new high school principal, it shall be done at the hourly rate of one hundred seventy-five dollars (\$175).

### **CONSULTANT REIMBURSED EXPENSES**

Certain expenses, including travel, lodging, meals, postage, fax, photocopying, long distance telephone charges, and other search-related expenses, are to be reimbursed by the district. Said expenses will also be invoiced as they occur and will include a detailed account listing of such expenses. Expenses relating to advertising as well as printing of the promotional material and application form will be billed directly to and be the responsibility of the district.

### **CANDIDATE EXPENSES**

If the district determines to reimburse candidates for interview expenses, expenses may include travel, lodging, and meals for the candidate and spouse. Candidates are to submit all receipts and expense documentation to a designated individual at the district and said expenses will be paid as they occur.

### **SECTION III**

WHEREAS, the parties have agreed upon the above terms and conditions, they have this date set their signatures as evidence of said agreement.

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Mr. Skip Shein, Board President  
GLENBROOK NORTH HIGH SCHOOL

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Date

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Gary L. Ray, President  
RAY AND ASSOCIATES, INC.

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Date