

The Bethlehem School Directors met on August 24, 2009, to interview a superintendent search firm. Dr. William Leary presented information to the Board on his process, fees, and availability. The following is a summary of some important points:

Qualifications: Dr. Leary is a former school superintendent who is now retired. He has been assisting schools with superintendent searches for about 8 years. He is well known in Pennsylvania and believes his contacts with Pennsylvania school leaders help him to attract highly qualified candidates from Pennsylvania as well as nationally.

Fees: Dr. Leary's fee would be \$20,000 plus any expenses incurred by him for advertisements. The district would be responsible for payment of travel expenses incurred by candidates and their spouses for final interviews travel by the Board to the site location of finalist candidates, and any other miscellaneous costs. If the first round of the search does not yield a suitable candidate, he will assist with a second round at no charge.

Availability: Dr. Leary works on searches individually. He is not available until approximately March 2010.

Process summary: The Board would determine whether a national or Commonwealth search would be preferred. He suggests multiple meetings with the Board, and separate meetings with focus groups in the community. These meetings would help him to identify the most important characteristics the district needs in a successful superintendent candidate. Dr. Leary would conduct the focus group meetings and provide written summaries to the Board, and the Board (with his guidance) would develop a district brochure/advertisement that would help to attract the candidates we would like to consider.

. Once the application deadline is met and all information is received, Dr. Leary provides all folders to the Board for selection of potential interviewees. This part of the process is entirely confidential and he emphasizes the need for strict confidentiality of the identification of candidate. He helps the Board to design interview questions and to establish a consistent process for interviews. The selection and number of candidates to be interviewed is determined by the Board. Finalists are selected by the Board, after the first round of interviews. The final two to four candidates would be invited to the district for a day long visit, and they would be introduced to the public for a forum. Feedback would be sent to the search leader by email, and summarized for the Board. The Board will then consider the feedback, and make the determination of the candidate to whom an offer will be given. The salary range will be established by the Board with the expert providing information relevant to the decision on salary range. Final arrangements such as the contract terms and start date will be determined between the selected candidate and the Board.