

**SEARCH AGREEMENT  
BETWEEN  
FINDING LEADERS  
AND  
*BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOLS***

This agreement entered into this 14<sup>th</sup> day of December, 2015, between Finding Leaders (hereinafter referred to as the “Consultants”) and the Board of Education of the Brecksville-Broadview Heights City Schools (hereinafter referred to as the “Board”).

Whereas, the Board has a vacancy in the positions of interim superintendent and superintendent; and

Whereas, the Board desires to retain the services of an independent agency to assist the Board in identifying and attracting qualified candidates, screening applicants, interviewing qualified candidates and presenting a list of final candidates to the Board; and whereas, the Consultant firm is an independent agency and is qualified and willing to provide such services to the Board.

Now, therefore, in consideration of the promises and covenants hereinafter set forth, the Board and Consultants enter into this agreement, as follows:

1. Consultants agree to provide the following consulting services to the Board in connection with the Board’s effort to fill both vacancies:
  - a. general consultation
  - b. maintains communications with the Board throughout the process
  - c. interviews staff, students, community groups and the Board to determine the qualifications and characteristics of the new leader
  - c. distributes a brochure that describes the vacancy and solicits applications
  - d. prepares application and reference forms
  - e. receives, process, maintain and dispose of applications, reference forms and supplemental materials
  - f. recruits from among viable sources candidates that fit the qualities and characteristics
  - g. conducts the initial screening of candidates
  - h. prepares a report for the board including a video tape and a writing sample of the semi-final candidates
  - i. assists in structuring Board, staff and community interviews of the final candidates
  - j. schedules interviews with final candidates
  - k. notifies applicants not selected for the position
  - l. provides a free transition plan
  - m. guarantees the search for one year

2. The Board retains the final right and responsibility for selection of its next interim superintendent and superintendent, for establishing the salary, benefits, and other terms to be included in the superintendent's contract of employment with its selected candidate, and for setting the parameters of the search process upon the advice of and recommendations of Consultants.
3. The Consultants commit to use its best professional efforts to complete, in a timely fashion, its duties and responsibilities under this agreement.
4. In return for the services to be rendered by the Consultants under this agreement, the Board agrees to pay the Consultants the sum of **\$10,600** for both searches as the consultant fee plus necessary expenses in full as follows:
  - \$5,300** upon the signing of this contract and
  - \$5,300** plus expenses upon delivery of the list of final candidates
 Expenses not included in the basic consultant fee are:
  - a. the cost of advertising
  - b. reimbursement of travel expenses for consultants and candidates
  - c. the cost of printing
5. Services and information provided to the Board by the Consultants shall not constitute the rendering of legal advice to the Board.
6. In the event that no candidate presented for consideration is satisfactory in the Board's judgment, or if one who offered the position declines to accept the Board's offer of employment and the other candidates presented are unsatisfactory in the Board's judgment, the Consultants will assist the Board in identifying and attracting additional candidates at no additional cost, except for expenses.

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FINDING LEADERS

DATE: \_\_\_\_\_

\_\_\_\_\_  
BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOLS

DATE: \_\_\_\_\_