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*New England School Development Council*

28 Lord Road, Marlborough, MA 01752 - Tel: 508-481-9444 - www.nesdec.org

October 5, 2017

Acton-Boxborough Regional School District  
Attn: Mr. William McAlduff, Interim Superintendent  
16 Charter Road  
Acton, MA 01720

Dear Mr. McAlduff and Members of the Acton-Boxborough Regional School Committee:

I am pleased to respond to your request for information relative to assisting in the search for a Superintendent for the Acton-Boxborough Regional School District. **As a NESDEC affiliate, your district is entitled to a 20% discount on our search services.**

The enclosed proposal outlines our search process. I hope this information will give you an idea of the scope and breadth of a **NESDEC Search**. As you review our proposal, you will note that some items may require greater specification after the search begins, e.g., where to advertise, the number of initial interviews or finalists. These specifications would be made through discussion with and approval of the School Committee.

In deciding who might best provide assistance to your district, we hope you would consider that NESDEC is a comprehensive educational organization. We do much more than **Executive Searches**. NESDEC's **Professional Development** offerings attract many educators annually; our **Planning** work includes enrollment projections for over 300 school districts as well as many other facility, staffing and specialized studies across New England; and our **Research and Development** efforts have resulted in several national publications on the topic of improving student achievement.

NESDEC distinguishes itself in another important way. Headquartered in New England since 1946, NESDEC has gained a deep understanding of the advantages, challenges, and cultural demands associated with being an educational leader in the region. In addition, as a result of NESDEC's longtime association with the National School Development Council (NSDC), the firm has a well-developed capacity to network, recruit and attract talented applicants on a nationwide basis.

We are committed to an effective search process that will provide Acton-Boxborough RSD with a Superintendent who will meet the needs and expectations of the School Committee and the communities. We thank you for considering NESDEC to assist in your district's upcoming search.

Very truly yours,

Arthur L. Bettencourt, Ed.D.  
Executive Director

Member:





*New England School Development Council*

28 Lord Road, Marlborough, MA 01752 • Tel: 508-481-9444 • [www.nesdec.org](http://www.nesdec.org)

**PROPOSAL  
TO THE  
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
FOR  
SUPERINTENDENT SEARCH SERVICES**

**OCTOBER 2017**

**TECHNICAL PROPOSAL**

**New England School Development Council  
28 Lord Road  
Marlborough, MA 01752  
508-481-9444  
[nesdec@nesdec.org](mailto:nesdec@nesdec.org)  
[www.nesdec.org](http://www.nesdec.org)**

*Member:*



## **ABOUT NESDEC**

### *OVERVIEW OF NESDEC'S SEARCH ASSISTANCE*

The New England School Development Council (NESDEC) is pleased to submit this proposal to the Acton-Boxborough Regional School District describing the services we would provide in a superintendent search.

NESDEC's search assistance includes several components designed to attract well-qualified candidates.

- An announcement process, which includes print and electronic communication with our exclusive regional and national networks.
- An active regional and national recruitment component designed to provide high-performing candidates.
- A consultant team supported by a region-wide search staff with direct experience as a Superintendent of Schools.
- A formal follow-up process, which includes an Entry Planning consultation for the new Superintendent, and the options of a fee-based Superintendent/School Committee retreat and/or Executive Coaching support for the new Superintendent.

### *QUALIFICATIONS*

Originally established at the Harvard Graduate School of Education, NESDEC, now a stand-alone, not-for-profit corporation, has been serving New England school districts since 1946. NESDEC's Executive Search Program was started with the specific objective of broadening the base of high-quality candidates available to school systems when they need to fill an administrative vacancy. Since the inception of the program, we have conducted well over five hundred successful executive searches throughout New England.

In deciding who might best provide assistance, we hope you would consider that NESDEC is a comprehensive educational organization. In addition to executive searches, we offer services in the areas of planning and management, professional development, and research and development.

### *EXECUTIVE SEARCH TAILORED TO DISTRICT*

Each NESDEC executive search is designed around the client's specific needs and expectations. Before initiating an executive search, NESDEC recommends that the first order of business is meeting with the School Committee to ensure that all the elements of the search expected by the Committee are included and that the timeline is constructed so as to accommodate the agreed-upon search activities.

## **PROPOSER'S APPROACH AND PLAN**

**The Scope of Services would be provided by a Search Team comprised of Senior Search Associates Dr. Sally Dias and Dr. Anthony Bent, and Executive Director Dr. Arthur L. Bettencourt (resumes attached), who would do the following:**

### **A. DEVELOP A SCHEDULE FOR THE SUPERINTENDENT SEARCH**

The NESDEC consultant(s) would meet with the School Committee to develop an event schedule/timeline for the entire process. This schedule would detail the major tasks in the search process and delineate the respective responsibilities of the consultant(s) and the School Committee.

### **B. PUBLICIZE VACANCY**

1. NESDEC would prepare a personalized informational letter (one page) describing the position, the communities, and the school district. The School Committee and/or a representative would provide the input for the letter and would approve the final copy. The letter and any additional contents would fit into a regular No. 10 business envelope (4 1/8" X 9 1/2"), up to one ounce total weight. NESDEC would have the letter printed on school district or NESDEC stationery as selected by the School Committee. (See our Cost Proposal for information on the option of a printed, personalized, color brochure.)
2. NESDEC would prepare a customized application form which would include a permission statement for release and verification of records.
3. NESDEC would mail the informational letter announcing the vacancy and requesting nominations to the **NESDEC/NSDC (National School Development Council)** Recruiting Network including:
  - Superintendents and assistant superintendents in Massachusetts
  - Member communities of the New England School Development Council
  - Superintendents and assistant superintendents in selected school districts throughout New England, New York, New Jersey and Pennsylvania with characteristics similar to Acton-Boxborough RSD
  - Executive Directors of study councils (like NESDEC) affiliated with the National School Development Council
  - Placement offices of colleges and universities throughout the nation that prepare school administrators
  - Selected educational leadership professors throughout New England
  - Other colleges and institutions as suggested by the School Committee
  - Officers of the Suburban School Superintendents (National)
  - Selected Executive Directors of state superintendent and school board associations in the United States
  - Selected educational leaders across the nation

**C. ADVERTISING**

1. NESDEC would place an advertisement on SchoolSpring. This online, national advertisement would run for approximately 30 days and would be included at no additional cost to the District.
2. NESDEC would discuss with the School Committee options for advertising the vacancy in selected venues. Please refer to our Cost Proposal for fee-based advertising options.
3. NESDEC would prepare newspaper copy for use in advertisements as directed by the School Committee, if requested.

**D. ELECTRONIC OUTREACH**

1. NESDEC would announce the vacancy and provide information through the NESDEC website, [www.nesdec.org](http://www.nesdec.org). The application would be available online as well.
2. NESDEC would announce the vacancy and provide information through the National School Development Council website, [www.nsdcc.org](http://www.nsdcc.org), giving the announcement additional national exposure.
3. NESDEC would place announcements in assorted superintendent/school board association websites.
4. NESDEC would prepare a customized electronic announcement of the vacancy and send it via email to:
  - member communities of the New England School Development Council
  - superintendents and assistant superintendents in Massachusetts
  - selected New England, New York, New Jersey and Pennsylvania superintendents in school districts with similar characteristics to Acton-Boxborough RSD
  - other selected members of the NESDEC/NSDC National Recruiting Network

**E. REGIONAL AND NATIONAL RECRUITMENT OF CANDIDATES**

Using its proprietary network, NESDEC recruits at the state, regional and national levels. Although NESDEC is a nationally recognized search firm, our national reach is further enhanced through our association with the National School Development Council (NSDC).

***Recruitment Strategies***

NESDEC would actively recruit candidates for the position from its network of educational leaders representing school study councils nationwide, urban and suburban school superintendents, professors of educational administration and national professional associations.

NESDEC's entire search consultant staff would actively collaborate in the identification of candidates for recruitment within their region and nationwide. Many of our consultants have

been and continue to be part of the Suburban School Superintendents (SSS), a select group of suburban school superintendents who serve top-performing school districts in the country.

NESDEC's Executive Director, Dr. Arthur L. Bettencourt, sits on the Board of Directors of the National School Development Council and has served as the organization's president. Dr. Bettencourt would actively communicate with the NSDC regarding the vacancy, further enhancing NESDEC's nationwide recruiting efforts.

**F. CONDUCT A COMMUNITY-WIDE NEEDS ASSESSMENT**

1. NESDEC would meet with the School Committee to develop a plan for assessing the needs of the system as seen by a cross-section of staff, students, parents and other community groups determined by the School Committee.
2. NESDEC consultant(s) would meet with school/community representatives in up to six focus groups as determined by the School Committee to receive their input regarding the new Superintendent. If requested by the School Committee, the focus groups would be augmented through interviews of selected officials, educational leaders, citizens and others in the communities, and/or an electronic survey of selected stakeholders.
3. The consultant(s) would submit a written report to the School Committee based on the above needs assessment with respect to the characteristics sought in a new Superintendent.

**G. ASSIST IN SCREENING APPLICATIONS**

1. The consultant(s) would develop with the School Committee a process for the screening of candidates. Since there are several alternatives, the process can be tailored to meet the needs of the School Committee.
2. If a Screening Committee is to be used, NESDEC would suggest various models and membership for the Committee.

**H. ASSIST IN INTERVIEWS OF CANDIDATES**

1. The consultant(s) would conduct a workshop with the School Committee/Screening Committee to assist them in the interviewing and selection process. The consultant(s) would assist in the preparation of questions, in the development of rating scales, and in the planning of interviewing techniques.
2. NESDEC would arrange the interview schedules and provide the School Committee/Screening Committee with dossiers on each of the candidates. Although the consultant(s) would not attend the interviews, they would be available to debrief with the liaison and the candidates after each round of interviews. The consultant(s) would continue to assist during the interview process, as requested.
3. Once the School Committee/Screening Committee has determined the finalists, the consultant(s) would conduct credential verification and additional reference checks and

would assist members of the School Committee in making independent reference checks.

4. NESDEC would assist with arrangements for finalists' interviews and in developing a schedule for the finalists' visits to your school district. The consultant(s) would also be available to facilitate a meeting of the School Committee after the finalists' interviews, if requested.
5. NESDEC would assist with arrangements for a visit by representatives of the School Committee to the finalists' present school districts or institutions.
6. NESDEC would assist the School Committee in the final selection process, as requested, including the development of an "Agreement in Principle" with each of the finalists to discuss the terms and conditions of an offer before the selection.

**I. ADMINISTER ALL SEARCH DETAILS**

1. During the application process, NESDEC would respond to questions from interested candidates and send them the informational letter and application as requested.
2. NESDEC would receive all applications at its headquarters.
3. NESDEC would create and maintain candidate files.
4. NESDEC would check all the applications to determine they are complete, and if not complete, follow up with the potential candidate so that all material might be received by the closing date.
5. NESDEC would communicate with unsuccessful candidates at appropriate stages during the search process. Once the School Committee has selected the new Superintendent, we would send letters to all the unsuccessful candidates and other groups in our network announcing the School Committee's choice.

**J. MAINTAIN ON-GOING COMMUNICATION WITH THE SCHOOL COMMITTEE**

Our intent is to keep the School Committee informed about what is occurring at each stage of the search process.

The consultant(s) would meet with the School Committee/Screening Committee as needed throughout the search. We would communicate regularly by telephone and/or email and would provide progress reports to the School Committee Chairperson and/or the designated liaison.

**K. FOLLOW-UP**

1. NESDEC would assist with initial contract arrangements between the new Superintendent and the School Committee, if requested.
2. NESDEC would invite the new Superintendent to meet with one of our consultants to discuss the transition process particularly as it relates to his/her Entry Plan.

**L. SEARCH DESIGN FLEXIBILITY**

Please note that NESDEC has the capacity to design a search around the School Committee's specific needs in order to accommodate such things as: desired timeline, degree of community involvement, and/or cost.

**M. LANGUAGE TRANSLATION SERVICES**

Please note: This proposal does not include language translation services of any kind. It is assumed that this type of assistance will be the responsibility of the District/municipalities.

**N. WARRANTY**

The search would be deemed completed upon the appointment of the new Superintendent to the position. If, after due consideration, the School Committee determines that it does not wish to appoint any of the candidates who have applied for the position, NESDEC would conduct a follow-up search for the same position and would provide consulting and support services at no cost except for advertising and search related expenses.

If a candidate chosen as the result of a NESDEC executive search should leave the position either voluntarily or involuntarily for any reason other than retirement or a transfer/appointment in the school system or transfer/appointment to a position in the municipalities within a two-year period of the initial appointment date, NESDEC would provide free of charge consulting and support services comparable to those of the initial search, on a one-time basis, exclusive of advertising and related expenses, to conduct a new search for the same position; provided that, at the time, the District has maintained active status as a NESDEC affiliate.

**O. NESDEC AFFILIATION**

**As a NESDEC affiliate, the Acton-Boxborough Regional School District is entitled to a 20% discount on our search services.**



## **NESDEC EXECUTIVE SEARCH TEAM**

**Sally L. Dias, Ed.D.**

**Senior Staff Associate, Planning and Executive Search**

Dr. Sally Dias has a variety of experiences in education, industry and state government. Currently, she is an educational consultant and has worked with school districts for both the Department of Elementary and Secondary Education and for SchoolWorks, LLC. Dr. Dias was the Vice President for Programs and Partnerships in Education and Director of the Carolyn A. Lynch Institute at Emmanuel College. She served as Superintendent of Schools in Watertown, MA and in Lynnfield, MA. She served as Vice President and then President of the Massachusetts Association of School Superintendents. Other experiences include MA Department of Education Regional Center Director, physics and mathematics teacher, and physicist with the Avco Everett Research Labs. Dr. Dias has also taught at Emmanuel College, Lesley College and Harvard Graduate School of Education, and is currently a member of the Board of Trustees for the Museum of Science and Fenway High School, a pilot school in Boston. She holds an A.B. from Emmanuel College, M.Ed. from Northeastern University and Ed.D. from Boston University.

**Anthony J. Bent, Ed.D.**

**Senior Staff Associate, Planning and Executive Search**

Dr. Anthony Bent received his Bachelor's, Master's and Doctorate degrees from Boston College. He served as a Superintendent of Schools for the Shrewsbury School District for 15 years and, recently, as an Interim Superintendent for two school districts in Massachusetts. He has held several administrative positions in public schools, including Director of Curriculum and Instruction (K-12). While serving as a superintendent, Dr. Bent oversaw four new school facility projects. Dr. Bent is also active in the coaching of area superintendents for the Massachusetts Association of School Superintendents.

**Arthur L. Bettencourt, Ed.D.**

**Executive Director**

Dr. Bettencourt received his B.A. from Salem State College, his Master's degree from Tufts University, and his Doctorate from Boston University. He served as a Superintendent of Schools in Massachusetts for twenty-one years. Prior to working as a Superintendent, he held several administrative positions in public schools. Dr. Bettencourt has been a Lecturer at Simmons College in Boston, Massachusetts, and is active in the training and preparation of educators at the graduate level. He also served on the Boston University Pre-k-12 Educational Advisory Board. Dr. Bettencourt has offered numerous professional development workshops in school governance, planning and organizational development, leadership entry, career path development, and curriculum design. While serving as a superintendent, Dr. Bettencourt administered several school construction and renovation projects at both the elementary and secondary levels. He is on the Board of Directors of the National School Development Council and is a past-president of the organization. He is also on the editorial board of the *Journal for Leadership and Instruction*, a peer-reviewed, international research journal for educational professionals. Dr. Bettencourt coordinates all of NESDEC's executive search and planning projects, and has worked for the firm since 2004.

**SALLY L. DIAS, Ed.D.**  
**85 Bigelow Road**  
**West Newton, MA 02465**

**EDUCATION:**

**Doctorate, Educational Administration**  
Boston University  
Department of System Development and Adaptation

**Masters in Education, Secondary Education**  
Northeastern University  
Physics and Mathematics

**Bachelor of Arts**  
Emmanuel College  
Physics Major, Mathematics Minor

**PROFESSIONAL  
EXPERIENCE:**

**Field Consultant**  
New England School Development Council

**Level 4 Plan Manager; Level 3 Planning Specialist**  
Leadership/Schoolworks, LLC, Beverly, MA

**Level 4 District Plan Monitor**  
Massachusetts DESE, Malden, MA

**Vice President for Programs and Partnerships in Education**  
**Director of the Carolyn A. Lynch Institute**  
Emmanuel College, Boston, MA

**Superintendent of Schools**  
Watertown Public Schools, Watertown, MA

**Superintendent of Schools**  
Lynnfield Public Schools, Lynnfield, MA

**Director, Central Massachusetts Regional Education  
Center; Project Director for Ch. 622, Bureau of Equal Ed.  
Opportunity**  
Massachusetts Department of Education

**Instructor**  
Harvard University Graduate School of Education, Cambridge, MA

**Instructor**  
Lesley College Graduate School, Cambridge, MA

**Instructor**  
Emmanuel College, Boston, MA

**ANTHONY J. BENT, Ed.D.**  
**23 Princeton Road**  
**Wellesley, MA 02482**

**EDUCATION:**

**Doctorate**

Administration, Boston College, Boston, MA

**Master of Arts, Teaching**

Education and Spanish, Boston College

**Bachelor of Arts**

Political Science and Spanish, Boston College

**PROFESSIONAL  
EXPERIENCE:**

**Staff Associate**

New England School Development Council

**Interim Superintendent**

Leominster Public Schools, Leominster, Massachusetts

**Interim Superintendent**

Masconomet Regional School District, Topsfield, Massachusetts

**Superintendent of Schools**

Shrewsbury Public Schools, Shrewsbury, Massachusetts

**Director, Curriculum and Instruction (K-12)**

**Director, Personnel/Professional Development**

Watertown Public Schools, Watertown, Massachusetts

**Coordinator of Foreign Languages (4-12)**

Lexington Public Schools, Lexington, Massachusetts

**Interim Assistant Superintendent**

Lexington Public Schools, Lexington, Massachusetts

**Department Head, Foreign Languages**

Newton South High School, Newton Centre, Massachusetts

**Spanish Teacher**

Wellesley High School, Wellesley, Massachusetts

**ARTHUR L. BETTENCOURT, Ed.D.**  
**148 Union Street**  
**Norfolk, MA 02056**

**EDUCATION:**

**Doctorate**

Boston University, Boston, MA  
Educational Leadership

**Master of Education**

Tufts University, Medford, MA

**Bachelor of Arts**

Salem State College, Salem, MA  
Biology

**PROFESSIONAL  
EXPERIENCE:**

**Executive Director**

New England School Development Council

**Lecturer**

Simmons College, Boston, MA

**Executive Search Consultant**

New England School Development Council

**Superintendent of Schools**

Medway Public Schools, Medway, MA

**Superintendent of Schools**

Supervisory Union No. 47  
Bolton and Stow, MA

**Principal, Assistant Principal**

Dover Public Schools  
Dover, NH

**Science Department Curriculum Associate (Chair)**

Weeks Junior High School  
Newton Public Schools  
Newton, MA

**Science Teacher**

Weeks Junior High School  
Newton Public Schools  
Newton, MA

**A PARTIAL LIST OF RECENT NEW ENGLAND SEARCHES  
CONDUCTED BY NESDEC**

**BILLERICA, MA – SUPERINTENDENT**

BillERICA Town Hall, Room 215 978-528-7918  
365 Boston Road  
BillERICA, MA 01821  
Maryanne Laurendeau, School Committee

**BLACKSTONE-MILLVILLE RSD, MA – SUPERINTENDENT**

175 Lincoln Street 508-883-4400  
Blackstone, MA 0150  
Diane Robin, School Committee 508-883-0062  
Erin Vinacco, School Committee 774-460-0046

**BROOKLYN, CT – SUPERINTENDENT**

119 Gorman Road 860-774-9153  
Brooklyn, CT 06234  
Aimee Genna, Chair, Board of Education

**CANTON, MA – SUPERINTENDENT**

960 Washington Street 781-821-5060  
Canton, MA 02021  
Barry Nectow, Business Administrator 781-821-5060 X1245

**DEDHAM, MA – SUPERINTENDENT**

100 Whiting Avenue 781-310-1000  
Dedham, MA 02026  
Mayanne Briggs, School Committee 617-969-6200 x251

**DOVER-SHERBORN, MA – SUPERINTENDENT**

157 Farm Street 508-785-0036  
Dover, MA 02030  
Dana White, Vice-Chair, Dover-Sherborn Regional School Committee

**EASTON, MA – SUPERINTENDENT**

50 Oliver Street, P.O. Box 359 508-230-3200  
North Easton, MA 02356  
Colleen Less, School Committee 508-238-6147

**ELLINGTON, CT – SUPERINTENDENT**

47 Main Street 860-896-2300  
Ellington, CT 06029  
Daniel Keune, Board of Education

**FRAMINGHAM, MA – SUPERINTENDENT**

73 Mount Wayte Avenue 508-626-9118  
Framingham, MA 01702  
Dr. Edward Gotgart, Former Supt. 617-913-4353

**GROTON-DUNSTABLE RSD, MA – SUPERINTENDENT**

145 Main Street 978-448-5505  
Groton, MA 01450  
Marlena Gilbert, School Committee

**HAMILTON-WENHAM RSD, MA – SUPERINTENDENT**

5 School Street 978-468-5310  
Wenham, MA 01984  
Roger Kuebel, School Committee 978-468-0668

**HOPKINTON, MA – SUPERINTENDENT**

89 Hayden Rowe Street 508-417-9360  
Hopkinton, MA 01748  
Nancy Burdick, School Committee

**IPSWICH, MA – SUPERINTENDENT**

1 Lord Square 978-356-2935  
Ipswich, MA 01938  
Mr. Carl Nylen, Chair, School Committee

**KILLINGLY, CT – SUPERINTENDENT**

79 Westfield Avenue 860-576-5740  
Killingly, CT 06239  
Jennifer Thompson, Chairperson, Board of Education

**MASCONOMET RSD, MA – SUPERINTENDENT**

20 Endicott Road 978-887-2323  
Topsfield, MA 01983  
Linda Richards, School Committee 978-863-5188  
John Spencer, School Committee 978-887-6829

**MAYNARD, MA – SUPERINTENDENT**

12 Bancroft Street 978-897-2222  
Maynard, MA 01754  
Mary Brannelly, School Committee

**MSAD #51/RSU #51, ME – SUPERINTENDENT**

357 Tuttle Road 207-829-5555  
Cumberland Center, ME 04021  
Karen Campbell, Chair, Board of Directors

**NORTHAMPTON, MA – SUPERINTENDENT**

212 Main Street 413-587-1331  
Northampton, MA 01060  
Edward Zuchowski, Vice Chairperson, School Committee and  
David J. Narkewicz, Mayor of Northampton

**NORTH MIDDLESEX RSD, MA – SUPERINTENDENT**

45 Main Street 978-597-8713  
Pepperell, MA 01463  
Susan Robbins, School Committee

**NORTH SMITHFIELD, RI – SUPERINTENDENT**

83 Green Street 401-769-5492  
Slatersville, RI 02876  
Merredythe Nadeau, School Committee

**NORWELL, MA – SUPERINTENDENT**

322 Main Street 781-659-8800  
Norwell, MA 02061  
Amy Koch, School Committee

**PRESTON, CT – SUPERINTENDENT**

325 Shetucket Turnpike 860-889-6098  
Preston, CT 06365  
Dr. Sean Nugent, Chair, Board of Education

**SAUGUS, MA – SUPERINTENDENT**

23 Main Street 781-231-5000  
Saugus, MA 01906  
Peter Manoogian, School Committee 781-820-5690

**SAU #14, EPPING, NH – SUPERINTENDENT**

213 Main Street 603-679-8003  
Epping, NH 03042  
David Mylott, School Board

**SAU #41, HOLLIS-BROOKLINE, NH – SUPERINTENDENT**

4 Lund Lane 603-324-5999  
Hollis, NH 03049  
Krista Whalen, Search Liaison

**SCARBOROUGH, ME - SUPERINTENDENT**

259 US Route 1 207-730-4100  
Scarborough, ME 04074  
Ms. Donna Beeley, Chair, Board of Education

**SCITUATE, MA – SUPERINTENDENT**

606 Chief Justice Cushing Highway 781-545-8759  
Scituate, MA 02066  
Janet Taylor, Chair, School Committee

**SHARON, MA – SUPERINTENDENT**

75 Mountain Street 781-784-1570  
Sharon, MA 02067  
Marcy Kaplan, Chair, School Committee

**SMITHFIELD, RI – SUPERINTENDENT**

49 Farnum Pike 401-231-6606  
Smithfield, RI 02917  
Mr. Sean Clough, Chair, School Committee 401-233-0727

**SUDBURY, MA – SUPERINTENDENT**

40 Fairbank Road 978-443-1058  
Sudbury, MA 01776  
Susan Iuliano, School Committee

**SUTTON, MA – SUPERINTENDENT**

383 Boston Road 508-865-9270  
Sutton, MA 01590  
Liisa Locurto, School Committee

**WAYLAND, MA – SUPERINTENDENT**

41 Cochituate Road 508-358-7728  
Wayland, MA 01778  
Jeanne Downs, School Committee

**WESTERLY, RI – SUPERINTENDENT**

23 Highland Avenue 401-315-1516  
Westerly, RI 02891  
Diane Bowdy, Chair, School Committee





*New England School Development Council*

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**PROPOSAL  
TO THE  
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
FOR  
SUPERINTENDENT SEARCH SERVICES**

**OCTOBER 2017**

**COST PROPOSAL**

**New England School Development Council  
28 Lord Road  
Marlborough, MA 01752  
508-481-9444  
[nesdec@nesdec.org](mailto:nesdec@nesdec.org)  
[www.nesdec.org](http://www.nesdec.org)**

*Member:*



**FEES AND EXPENSES**

**1. Professional Consulting Fee**

The professional consulting fee includes not only the services specifically described in our Technical Proposal, but also the secretarial and clerical services performed at the NESDEC office. Our professional fee to the Acton-Boxborough Regional School District for an Executive Search as described in this proposal would be:

*Fixed Consulting Fee: \$11,600 (\$14,500 less the 20% NESDEC affiliate discount of \$2,900)*

**2. Search Related Expenses**

Search related expenses, which must be borne by the School Committee, include: printing, photocopying, telephone, postage, consultant travel expenses and consumable supplies. The fixed cost of these expenses would be:

*Fixed Expenses: \$2,960*

**3. Fee-Based Advertising**

Fee-based advertising varies from search to search and is determined by the School Committee in consultation with NESDEC. The district would be invoiced at cost upon placement of the advertisement(s).

*Estimated Cost: TBD (see next page for fee-based advertising recommendations)*

**TOTAL COST OF SEARCH**

Fixed Consulting Fee	\$11,600
Fixed Expenses	\$2,960
<b>TOTAL</b>	<b>\$14,560</b>
Fee-Based Advertising	To Be Determined

Expenses related to candidate travel, as determined by the School Committee or its designee, are billed to the District/School Committee. NESDEC can assist in the development of a budget for this item if requested.

**This price quote will remain in effect through January 2, 2018**

**INVOICING SCHEDULE**

One-half of the fixed consulting fee, \$5,800, would be due and payable within 15 days of the signing of the agreement. One-half of the fixed consulting fee, \$5,800, would be due and payable within 30 days of the presentation of the dossiers (H-2).

Search related expenses of \$2,960 described above would be billed in four monthly installments of \$740. Fee-based advertising costs would be invoiced and due upon placement of the ads.

### **TYPICAL FEE-BASED ADVERTISING CAMPAIGN**

The following fee-based advertising is typical for a search of this type (based on factors such as district size and geographic location) and, if approved, would be invoiced at cost.

1. We would place an advertisement in "Top School Jobs," the online advertising service of *Education Week*. This national advertisement would run for approximately 30 days.  
*Cost: \$395*
2. We would place an announcement in the "Job Bulletin" section of the American Association of School Administrators (AASA) website. This online, national announcement would run for approximately 30 days.  
*Cost: \$410*
3. **(OPTIONAL; FOR CONSIDERATION)** We would place a hardcopy advertisement in *Education Week*, which would run for one week.  
*Cost: approximately \$1,750, billed at cost*

*Total Fee-Based Advertising: approximately \$805 (not including Education Week advertisement; billed at cost)*

## **ADDITIONAL FEE-BASED OPTIONS**

In addition to the services detailed in this search proposal, NESDEC has the capacity to offer supplementary fee-based options at discounted rates, if purchased as part of the search. (If these options are purchased independently of the search, the discounted rates quoted below do not apply.)

### **1. Search Brochure**

NESDEC would prepare a personalized brochure describing the position, the communities and the school district. The School Committee and/or representatives would provide the input for the brochure and would approve the final copy. NESDEC would have the brochure printed in a color, format and style selected by the School Committee.

*Additional cost: \$1,450*

### **2. Additional Focus Groups**

Focus groups beyond those detailed in the proposal could be arranged.

*Additional cost: \$365 per group*

### **3. Team/Governance Retreat and Follow-up**

The search consultant(s) or one of NESDEC's team-building consultants would conduct a half-day workshop with the new Superintendent and the School Committee. The goal of the workshop and follow-up would be to build the foundation for an effective and collaborative approach to school district governance.

*Additional cost: \$1,250*

### **4. Long-term Executive Coaching**

NESDEC has the capacity to provide sustained coaching services for the new Superintendent. These fee-based services vary in length and are tailored to meet the needs of the new Superintendent and the district.

*Additional cost: Quote furnished upon request*