
RIPON

Area School District

December 27, 2024

SUPERINTENDENT
SEARCH PROPOSAL

HYA | HAZARD
YOUNG
ATTEA
ASSOCIATES

December 27, 2024

Dear Ripon Area School District Board of Education,

Thank you for the opportunity to present this overview of the services that we have planned for the Ripon Area School District in your search for a new Superintendent. Your foresight in allowing ample time for a 2025 hiring date and our ongoing success with numerous searches, allows us to serve your needs immediately and for the future. We are eager to share a customized search proposal with you, one that will allow us to plan and meet your desired timeline. Based on our current searches and our applicant's responses, we know that we are equipped to recruit the very best candidates for you. Your district reputation, community and location make your open position a desirable one.

Our interest in your District combined with our recent work prepares us to lead a search of the highest quality for you. We are eager to share our local touch and national reach with you. We look forward to learning more from you about your District and we look forward to sharing our experiences in recruiting a high-quality candidate pool.

HYA's process has expanded over the past years, continuing to provide quality service with options for customizing searches for individual districts. We believe that our efficient search process and our ability to utilize technology for community engagement and meetings will speak for itself. We recently completed multiple searches to the full satisfaction of the Board and the new superintendent and are proud to share them with you. We look forward to the same possibilities for the Ripon Area School District with predicted success.

If HYA is selected for this search, Scott Winch and Dr. Mike Richie will be the HYA Associates leading the Ripon Area School District superintendent search. They have successfully led the following Wisconsin searches: Verona, Fond Du Lac, Menomonee Falls, Cedarburg, Whitewater, New Richmond, Monroe, Stratford, Tomahawk, Rosholt, Mosinee, Wisconsin Heights, Racine, Watertown, Colby, Johnson Creek, Neenah, Cedar Grove - Belgium, Port Washington and Minocqua J1 to name a few.

We hope you will consider our proposal as the best option to meet your needs. We look forward to a presentation in the near future and the opportunity to work with you in securing your new superintendent. We wish you success moving forward. Please do not hesitate to contact me with any further questions regarding our search procedures or this proposal.

Sincerely,



Scott Winch
scottwinch@hyasearch.com / 715-927-2485

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Hazard, Young, Attea and Associates, (HYA) proposes to assist the Ripon Area School District in a search for talented and highly qualified candidates for the position of Superintendent of Schools. HYA takes a collaborative, research-based approach to the superintendent search process. We match the right leader with the goals and priorities of your school system and community.

1. Executive Summary: Overview of the firm and rationale for interest in working with the Ripon Area School District

This document serves to clearly follow and outline the specific services, deliverables and costs proposed. This proposal gives an overview of a prototypical search, but please know that HYA customizes each search to the District's and Board's specific needs and wishes.

Why HYA - Rationale for Interest in working with the Ripon Area School District

1. **It's important for students:** HYA believes that every child has the right to a quality education. Recruiting, developing, and retaining great leaders is essential to improving your district's student outcomes.
2. **We work for you:** Leading a school district is difficult. We are with you every step of the way in your customized search for great leadership.
3. **We save you time:** HYA has a technological infrastructure, a fully staffed back office as well as web based delivery systems so you can have access at your fingertips.
4. **A firm you can trust:** According to market research, HYA completes the most searches and has the lowest turnover rates (of placed candidates) of any of our competitors.
5. **Interest in working with the Ripon Area School District:** The HYA team of Dr. Mike Richie and Scott Winch are confident that we will deliver a deep slate of talented candidates to the Board based on our record of leading 25+ Wisconsin searches. We understand the educational landscape in Wisconsin and we understand what it takes to be a successful superintendent, in Wisconsin.

Search Process

The HYA Search process includes four phases: Engage, Recruit, Select, and Transition. The search begins with a planning meeting with the Board to organize the search and create a calendar for completion. The search will engage stakeholders via interviews, focus groups, and surveys to inform the development of the *Ripon Area School District Leadership Profile Report*. The Profile Report describes the strengths and challenges of your district as well as descriptions of desirable characteristics for your new superintendent. The profile is presented to the Board and once approved, placed on the district webpage and the HYA website. The profile becomes a recruitment and screening tool for candidates. It will also serve as a detailed road map for your new superintendent.

Recruitment and Solicitation

Recruitment begins immediately by placing the job posting and position description on the HYA, state and district websites and social media platforms. It is important to note that HYA's website lists ALL superintendent positions regardless of the firm contracted for the search. This brings tremendous traffic to the site. Additional advertising is also available and will be discussed at the planning meeting. Recruitment takes place throughout the search process as Associates make personal contacts with desirable candidates by utilizing the HYA network across all 50 states. HYA also maintains a strong relationship with professional associations and a candidate database from previous searches is also used by Associates to recruit recent job candidates.

Selection of Qualified Candidates

Materials to be included in the application are determined by the Board in the planning meeting. Board Members will have access to all application materials within hours of submission through Frontline, via a confidential and secure web based Board Portal (board website). Associates review all applications and screen and interview ALL candidates to determine the best fit for the Ripon Area School District based on the information and criteria called for in the Leadership Profile. Once all screening interviews are completed, Associates will create a slate of (usually) 6-10 best fit candidates. The slate will be presented to the Board so they can select 6-8 candidates for first-round interviews. Candidates not chosen for the slate will also be discussed and may be added at the Board's request. The Associates will assist the Ripon Area School District with arrangements for first and final round interviews, support in creating interview questions, can solicit compensation package information, and can assist with planning and hosting community forums for finalists.

Communication

Associates prefer to communicate with one designated Board Member to prevent open meeting violations. All information can be shared with the full Board following the district communication protocols. Timely communication to all Board Members is provided throughout the search process through the Board Portal. Board Members will have access to the Portal 24/7 and will be able to review all of the candidates application materials. Additionally, Associates work closely with the Administrative Assistant for communication and arranging details for community sessions. The work-load for the district staff is minimal.

Assurance of Required Service

HYA's reputation and references speak for the quality of work provided and satisfaction of past searches. The Associates on this search have strong professional reputations and contacts throughout Wisconsin, the Midwest and also at the national level. Experience in recent Wisconsin searches ensures connections with a vast network of potential applicants for this position.

Post-Appointment Services

HYA knows how critical the transition phase is for success and longevity. Our transition phase includes an infrastructure, the Transition Dashboard, for the new superintendent to:

- Communicate what they have learned throughout the search process
- Document specific actions they will take during the transition period
- Align communication and define school quality based on the priorities of the Board and community stakeholders
- Provide benchmarks to measure progress

The transition dashboard is provided at no additional charge through the transition period and includes consulting support for the plan. The transition period is July 1, 2025 through December 31, 2025 or the first six months from when the Superintendent begins his/her position. At the conclusion of the transition phase, HYA offers the following optional services to be considered by the Board and if desired, paid for by the Board. Descriptions of optional services are included in the Appendix. These services include:

- Strategic Dashboard for tracking progress and communicating success
- Executive Coaching
 - Two one-hour virtual sessions per month
 - Behavior assessment
 - Alignment to Transition Dashboard (if selected)
 - Emergency support 24/7
- Board Governance Training
- Superintendent Evaluation Facilitation

Challenges to a Successful Search

First and foremost, a trusting relationship between the Board and the HYA Associates is essential for a successful search. Associates are mindful of the professionalism required throughout the search and when representing the Board to the community. Additionally, the Associates are unwavering in their belief that this is the Board's search and will do everything possible to create and conduct a search according to the Board's specifications.

Our current local and national climate has brought challenges for communities, superintendents and Boards which can have an impact on searches. Differing community values and beliefs, and a growing shortage of superintendent candidates can create turmoil and impact searches. Associates are well aware of contemporary educational issues and approach each search in a collaborative and inclusive way to gain an understanding of the specific community being served. No challenge is insurmountable.

2. Firm History and Experience - understanding of services needed and experience in providing services to districts of similar size and scope in Wisconsin

HYA was established in 1987 and is one of the oldest and largest search firms in the nation, having assisted more than 1,600 School Boards select exceptionally talented leadership. Presently, our firm is represented by 130+ Associates located across the country to conveniently serve clients and are uniquely qualified to bring local and national perspectives, knowledge, experience, and connections to each search. The student enrollment in districts HYA has served, ranges from less than 100 to over 640,000 students and 94% of the superintendents we place stay in their position for more than three years.

HYA currently averages 80+ searches per year. This large quantity of searches puts our firm at a competitive advantage as our Associates are in more frequent contact with potential applicants. Many candidates are not actively seeking employment opportunities but are known to Associates and can be recruited when an appropriate position arises.

HYA is a national search firm that specializes in recruiting and developing leaders, strategic planning, as well as measuring outcomes. HYA is known for recruiting and placing highly qualified superintendents and other executive leaders in the educational field. Recruiting, developing, and retaining great leaders is essential to improving your district's student outcomes. HYA takes a collaborative, research-based approach to the superintendent search process. We match the right leader with the goals and priorities of your school system and community.

HYA Associates bring extensive executive search experience and broad educational backgrounds to its practice. Through continuing involvement in school and university work, Associates are aware of current educational issues and have strong relationships with leaders and opinion-makers in administrative leadership and management.

HYA is committed to and proud of the diversity of candidates hired with its assistance, including individuals – both male and female – of varied racial, ethnic, cultural, and religious backgrounds.

3. Project Team - Names, titles, contact information



Dr. Mike Richie
HYA Vice President
mikerichie@hyasearch.com
715-891-1816



Scott Winch
HYA Associate
scottwinch@hyasearch.com
715-927-2485



Daneyelle Martell
HYA Project Manager
daneyellemartell@hyasearch.com
847-250-7261

Dr. Mike Richie, HYA Vice President, and Scott Winch will serve as the two HYA Associates assigned to this search. In the past six years, Richie has led over 40 HYA searches across the Midwest (25+ Wisconsin searches) and is often requested by school districts to lead their search. All but one of the full-time superintendents that Richie has placed continue to serve in the district in which they were hired. Scott Winch, a recently retired Wisconsin superintendent has led a number of HYA searches and has partnered with Richie conducting successful Wisconsin searches.

Every HYA search has executive oversight by the HYA President and a Project Manager to ensure all details are carefully managed. HYA has professionally staffed offices, a technological infrastructure, and a staff of full-time employees that is a valuable resource to school districts.

Dr. Mike Richie, HYA Vice President: Mike Richie is an innovative leader who excels in thinking outside the box and is always looking for ways to provide the very best in educational leadership. He believes that strategic goals foster the momentum with which an organization's members can be self-motivated and productive. After 40 years in education, Dr. Richie has served as a teacher, coach, principal, and superintendent in small, medium, and large school districts in the state of Wisconsin. In his 26 years as a school superintendent, Dr. Richie is known by his staff and colleagues to be a visionary leader with a positive impact on and improving education. He has led his staff in raising test scores, building community and business partnerships, increasing open enrollment numbers, passing eight referendums, and drastically improving communications, public relations and social media efforts. In 2012, Dr. Richie was named Superintendent of the Year by the National Association of School Superintendents (NASS) for his outstanding achievement as a school district superintendent, continuous improvement and commitment to collaboration and mutual support in the profession.

Dr. Richie enjoys coaching and mentoring superintendents that are new to the profession. He serves on the Executive Committee of the National Association of School Superintendents (NASS) and is an adjunct professor at Viterbo University teaching classes in leadership, school law, politics and community relations – preparing students for their principal and superintendent certifications. He has visited China twice to give numerous presentations on American Education. These experiences make Dr. Richie an ideal Associate for coaching superintendents and assisting school systems in their executive searches. Over his past six years working with HYA, Richie has successfully led over 40 searches and in 2022, was named Vice President of HYA.

Scott Winch, HYA Associate: Scott Winch is an educational consultant/leader who has committed to serving over 30 years in public education. He is known by his staff and colleagues to be a collaborative leader and for having a positive impact on improving education. His enthusiasm to support student and school success brings creative solutions to district challenges. Winch has served as a teacher, coach, principal and as a superintendent for the past 20 years in small and medium sized school districts.

Scott is a strong believer in community involvement and was highly active in his district's community, serving as Vice President of the Lions Club and as an active member of the Chamber of Commerce. Scott also believes in building community and business partnerships which has led to numerous donations to upgrade the facilities as well as passing two separate building referendums to expand and improve the facilities.

Scott led his staff in raising test scores, improving school report cards and also believes that a successful district strives to hire and retain quality teachers and administrators and provide them with the guidance, professional development, and support they need to be successful in their profession.

4. Proposed Work Plan

Community Engagement:

HYA will weigh heavily on community engagement to understand the organization. Individual interviews and focus groups are scheduled in order to learn about the strengths and challenges of the district as well as the desired characteristics of the new superintendent. Our key stakeholder groups will include but are not limited to: high school students, parents, certified staff, support staff, administrators, School Board Members, business partners, other businesses, civic groups, district residents, booster clubs, PTO's, and any other individual, groups or organizations that the Ripon Area School District Board identifies and wishes to include. These sessions will be both in person and by Zoom, which will allow for maximum participation. Concurrently, an on-line survey solicits input from disaggregate groups as determined by the Board. Data from the interviews and the survey inform the creation of the District Leadership Profile Report, which becomes a public document once accepted by the Board. This report includes essential information the Board will use in the selection process and the new leader can use day one of employment.

Use of District Staff:

Staff involvement would not be expected to be extensive beyond providing contact information and scheduling interviews and focus groups for identified constituents, identifying facilities to be used during the process, placing the link on the district website for surveying stakeholders, inviting public participation, scheduling and notifying stakeholder groups of the online survey, and acting as a liaison during the search process. The search team communicates regularly with the district's Administrative Assistant in the superintendent's office. If the district has a communications person, they are also an asset during the search process.

HYA SIGNATURE SEARCH PROCESS



Engage
3 - 4 Weeks

- Conduct a planning meeting with the Board, which will detail the timeline and steps of the search process and provide advice/assistance to the board
- Complete individual Board Member interviews
- Conduct focus groups/community forums to gather input from constituent groups
- Post the on-line research-based community engagement survey with national norms

*All information gathered in the Engage Phase will help create the **District Leadership Profile Report** which will identify goals, needs, and priorities of the school system to help better match a candidate's skills with the needs of the district and give valuable information to the new leader on day one of employment to set goals and priorities.*



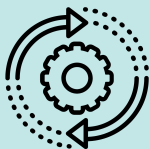
Recruit
6 - 8 Weeks

- Draft a position description to use for advertising
- Prepare and place advertisements as selected and authorized by the Board
- Recruit candidates utilizing local and national networks
- Correspond with candidates regarding the search process and timeline
- Screen **ALL** candidates using the Leadership Profile Report and Desired Characteristics
- Conduct initial reference checks
- Identify best qualified candidates
- Prepare selected slate of candidates for Board consideration (number of candidates to be determined by the Board)



Select
3 - 4 Weeks

- Present slate of candidates to the Board
- Conduct informal background checks with social media searches and reference checks
- Co-coordinate interviews for the Board with selected semi-finalists
- Co-coordinate the "Day in the District" for finalists
- Provide QR codes and feedback forms for the community to provide input for finalists
- Create a matrix to evaluate candidates based on priorities determined by the Board
- Facilitate Board discussion to narrow the candidate pool after each round of interviews (*The Board's decision to hire/not hire a candidate is at the sole discretion of the Board*)
- Coordinate and provide third-party, independent investigative background check(s) of candidates as selected by the Board



Transition
Varies

- Analyze compensation package/assist Board to determine salary
- Communicate with all unsuccessful candidates at the close of the search
- Hold a debriefing meeting with the new superintendent and Board regarding information learned throughout the search process
- *Transition Dashboard, for the new superintendent to document specific actions they will take during the transition period (first six months included in base fee)*
- Offer other transition services to be considered by the Board and if desired
 - These services include Comprehensive First Year Support, Executive Coaching, Board Governance Training, Superintendent Evaluation, Strategic Planning and Community Engagement Surveys

Board Portal:

Communication and organization are critical to successful searches. HYA uses web-based delivery systems that give our clients anytime, anywhere access to all documents regarding the search. Whether through a tablet, smart phone, laptop or desktop computer, the Board and search Associates have access to all information associated with the search in an organized and confidential, password protected Board Portal. Items are organized by the search phase under the following six tabs. Example items included are listed below:

Home	Propose	Engage
<ul style="list-style-type: none"> • Search Team Members • Board Updates • Zoom Links • Board Planning Summary • Summary Notes • Search Timeline 	<ul style="list-style-type: none"> • RFP • Proposal • Presentation • Signed Letter of Agreement 	<ul style="list-style-type: none"> • Summary Survey • Open Ended Survey Questions • District Leadership Profile Report • Profile Report Presentation • Focus Group Schedule
Recruit	Select	Transition Services Available
<ul style="list-style-type: none"> • Job Postings • All Candidate Application Materials and Resume / CV • Slate Presentation 	<ul style="list-style-type: none"> • Interview Schedule • Day in the District Schedule • Tier 1 -2 -3 Document • Interview Questions • Google Forms (Day in the District Feedback) • Feedback Responses Document • Candidate Presentations • Delphi Technique • Screening Tool • Interview Rubrics 	<ul style="list-style-type: none"> • Comprehensive First Year Support • Executive Coaching • Board Governance • Board Goal Setting • Superintendent Evaluation • Strategic Planning • Community Engagement • Transition Dashboard

Advertising:

During our Board planning meeting, we will discuss where the Board would like to advertise. Keep in mind all HYA searches are advertised on the HYA Active Searches webpage and social media accounts - Facebook, LinkedIn, Instagram and Twitter. The HYA Active Searches webpage averages 25,000 views per month and is a clickable list that leads its viewers to a separate page fully dedicated to your search.

We will always recommend advertising within your state. Most state associations provide advertising opportunities for administrative positions. In Wisconsin, we advertise in the Wisconsin School Leadership Center (WSLC Career Center). In addition, you may choose to advertise in bordering state associations as well. For a full national search you may want to consider advertising in the following: AASA (American Association of School Administrators), Ed Week, ASCD (Association for Supervision and Curriculum Development), ALAS (Association of Latino Administrators and Superintendents) and NABSE (National Alliance of Black School Educators).



Scan QR code for all superintendent job openings.

Confidentiality:

HYA is committed to ensuring the confidentiality that is crucial for building and maintaining trust, protecting privacy, and ensuring the integrity of sensitive information for the duration of the search process. Applicant information remains confidential until five (5) or fewer candidates are named as finalists. At that time, the finalist names become public and HYA Associates will assist the Board with final interviews. Information on all candidates is available to the Board throughout the search process through the password protected Board Portal.

5. Tentative timeline, the Board will set the timeline at the planning meeting

TENTATIVE SCHEDULE FOR THE RIPON AREA SCHOOL DISTRICT SUPERINTENDENT SEARCH	
Dates	Activity
January, 2025	The HYA Team will meet with the Ripon School Board to plan the search and determine the process, finalize timeline, etc.
January, 2025	Individual interviews with Board members (Zoom/phone)
Early February, 2025	Stakeholder interviews/focus groups/forums.
January 20, 2025 - February 28, 2025	Post Position on HYA site and other sources. Network with other HYA Associates Advertising and marketing. Accepting applications and recruiting
Ongoing as HYA receives applications	HYA screening interviews/vetting
Early February, 2025	Open survey to all stakeholders
Mid February, 2025	Close survey
Late February, 2025	Presentation of District Leadership Profile Report
Early March, 2025	Presentation of slate to Board and interview workshop
Mid March, 2025	Board first round interviews Board meets to identify semi-finalists
Late March, 2025	Finalists Day in the District
Late March, 2025	Board conducts final interview(s)
Late March, 2025	HYA third party background check
Early April, 2025	Superintendent's hiring approved and announced
July 1, 2025	Superintendent contract formally begins

6. Estimate of Cost

Ripon Area School District Superintendent Search Price Proposal - Total Search Cost	
HYA Search Fee: (Includes a Google Survey)	\$15,500
Travel Expenses: Mileage reimbursed at current IRS rate (travel expenses to include mileage and lodging, if needed. HYA does not charge for meals)	\$1,200 - \$1,800 (not to exceed)
<p>Advertising: The Board determines what type of advertising they want. HYA has designed extended advertising packages to maximize exposure for the vacancy. The Board will choose the package that best suits their needs. Advertising on the HYA website, National Association of School Superintendents (NASS) website and social media pages are included in the base fee.</p>	
Optional Services Available if Selected by Board	
HYA norm referenced research based online survey: See link for more details: https://hyasearch.com/surveys/	\$2,000 (includes English and Spanish)
Wisconsin School Leadership Center (WSLC): Online for 30 days	State of Wisconsin Advertising
<p>Comprehensive Third Party Background Check: Background checks/Executive Due Diligence Services, are typically conducted on the lone finalist, as selected by the Board. The comprehensive cost from a third-party professional firm (per candidate) includes the following:</p> <ul style="list-style-type: none"> <i>Personal Profile Summary</i> <i>Social Security Trace</i> <i>County Criminal Record History</i> <i>Federal Criminal Record History</i> <i>County Civil Record History</i> <i>Department of Motor Vehicles License Information</i> <i>Education (Degree) Verification</i> <i>Credit Report</i> <i>Investigation of all Aliases Identified within Past Seven Years</i> <i>Investigation of all Jurisdictions of Residence, Education, and Employment within Past Seven Years</i> <i>University and Academic Program Accreditation</i> <i>National Criminal Record History</i> <i>National Sex Offender Search</i> <i>News Media Review / Social Media Review</i> 	\$1,100 to \$1,950
<p>Fee is due in two installments:</p> <ul style="list-style-type: none"> ● 50% will be invoiced upon execution of the contract/agreement ● 50% will be invoiced upon presentation of the slate 	

Client-Satisfaction

If the superintendent departs from the position during the first year under any circumstances professional or personal, or within two (2) years, if the majority of the Board is still in place and departure is due to dissatisfaction and not personal or familial reasons, HYA will recruit new candidates for the Board at no additional cost with the exception of travel, advertising and due diligence expenses. A full 94% of all superintendents we have placed in the last ten years have completed at least the full term of their first contract (usually three years).

7. History of Wisconsin superintendent placements led by Mike Richie and/or Scott Winch

School District	Enrollment	Hired Superintendent	Length of Time in District
Whitewater, WI	1,986	Caroline Pate-Hefty	Still in District
Verona, WI	5,932	Tremayne Clardy	Still in District
Fond du Lac, WI	6,830	Jeff Fleig	Still in District
Yorkville Jt. #2, WI	450	Mark Rollefson	Still in District
Tomahawk, WI	1,198	Wendell Quesinberry	Still in District
Johnson Creek, WI	619	Mark Gruen	Still in District
Stratford, WI	811	Nathan Lehman	Still in District
New Richmond, WI	3,600	Troy Miller	Still in District
Cedarburg, WI	3,691	Jeridon Clark	Still in District
Monroe, WI	2,241	Rodney Figueroa	Still in District
Rosholt, WI	600	Dennis Kaczor	Still in District
Watertown, WI	3,202	Jarred Burke	Still in District
Pittsville, WI	606	Jason Knott	Still in District
Menomonee Falls, WI	4,000	David Munoz	Still in District
Colby, WI	936	Patrick Galligan	Still in District
Raymond, WI	435	Mike Garvey	Retired (part time position)
Mosinee, WI	1,983	Greg Doverspike	Start Date July 1, 2024
Wisconsin Heights, WI	749	Michelle McGrath	Start Date July 1, 2024
Racine, WI	17,000	Soren Gajewski	Start Date July 1, 2024
Neenah, WI	6,800	Steve Harrison	Start Date July 1, 2024
Monona Grove, WI	3,700	Tanya Fredrich	Start Date July 1, 2024
Port Washington-Saukville, WI	2,519	Michael McMahon	Start Date July 1, 2024
Cedar-Grove Belgium, WI	900	Elizabeth Freeman	Start Date July 1, 2024
Minocqua JI, WI	520	Bob Smudde	Start Date July 1, 2025
Milwaukee Public Schools, WI	70,000	TBD	Start Date July 1, 2025
Neillsville, WI	873	TBD	Start Date July 1, 2025
Parkview, WI	836	TBD	Start Date July 1, 2025
Waupaca, WI	2000	TBD	Start Date July 1, 2025
Marathon, WI	776	TBD	Start Date July 1, 2025
Reesburg, WI	2,597	TBD	Start Date July 1, 2025

8. References

References - Searches led by Mike Richie and/or Scott Winch			
School District	Enrollment	Reference	Contact Information
Yorkville Jt. #2, WI	450	Dave Callewaert Board Member	Phone: 414-510-2485 Email: dave.callewaert@yorkville.k12.wi.us
Wisconsin Heights, WI	749	Barb Statz Board President	Phone: 608-712-9383 Email: bastatz@wisheights.k12.wi.us
Colby, WI	936	Bill Tesmer Board President	Phone: 715-316-2569 Email: wtesmer@colby.k12.wi.us
Mosinee, WI	1,983	Diane Gorman Board President	Phone: 715-570-1176 Email: dgorman@mosineeschools.org
Port Washington - Saukville, WI	2,519	Brenda Fritsch, (Board President at time of search)	Phone: 262-483-4048
Littleton Public Schools, CO	15,000	Angela Christensen Board President	Phone: 720-341-2197 Email: achristensenboe@lps.k12.co.us
Racine Unified, WI	17,000	Jane B. Barbian, Board President	Phone: (262) 732-4063 Email: jane.barbian@rusd.org

9. Arbitration and Litigation

Hazard, Young, Attea & Associates is not currently, nor ever has been, involved in litigation or arbitration with any of its clients in our 30+ years in business.

10. Bankruptcy

Hazard, Young, Attea & Associates has never filed for reorganization or bankruptcy. HYA does not use subcontractors aside from an independent, third-party investigative firm to conduct due diligence background checks. The company, Baker-Eubanks, LLC, is a minority owned firm based in Durham, North Carolina.

11. Additional Information

Proven History and Experience

The proposed search team of Dr. Richie and Scott Winch have a reputation of success not only in Wisconsin, but also across the Midwest. The HYA team assembled to lead the Ripon Area School District superintendent search has a combined 45 years of superintendent experience in Wisconsin. According to market research, HYA completes the highest number of searches per year and has the lowest superintendent turnover rates of any of our competitors. Our recruiting process is structured to take the time needed to find the right candidate. If for some reason the candidate pool does not yield the right match for your district, we will continue to recruit and provide another slate for the Board's consideration. Approximately 75% of candidates selected for superintendencies were specifically recruited for that district and may not have considered the position without our contact and communication.

Creation of a Diverse Candidate Pool

HYA Associates always work to provide a slate of candidates that is representative of the student demographic in the school district. Associates will recruit candidates that specifically match attributes and desired characteristics identified in the District Leadership Profile Report.

Fixed Price

Throughout the search process the Associates 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.

APPENDIX

The APPENDIX pages of this proposal include the following documents:

1. Resume - Dr. Mike Richie
2. Resume - Scott Winch
3. Reference Letter - Mosinee School District, WI
4. Reference Letter - Yorkville School District, WI
5. Reference Letter - Port Washington-Saukville School District, WI
6. Reference Letter - Oxford Community Schools, MI
7. Reference Letter - Littleton Public Schools, CO
8. Certificate of Liability Insurance





MIKE RICHIE, ED.D.

HAZARD, YOUNG, ATTEA & ASSOCIATES
VICE PRESIDENT

 mikerichie@hyasearch.com

 @mikerichie130

 <https://hyasearch.com/>

 715-891-1816

EDUCATION

- 2006-Ed.D. Edgewood College, Madison, WI
- 2000 - Specialist Certification in Educational Administration, UW Superior, Superior, WI
- 1990 - M.S. Educational Administration, UW Superior, Superior, WI
- 1986 - Certification in Elementary Education, UW River Falls, River Falls, WI
- 1984 - B.S. in Physical Education, UW La Crosse, La Crosse, WI

AWARDS

2023
WASDA Superintendent 25 Year Service Award

2012
National Association of School Superintendents, National Superintendent of the Year

2012
The Collaborative Leadership Network, Collaborator of the Year, Rivers as Bridges

2010
YMCA Wisconsin Key Leader Award

2010
National Association of School Superintendents Featured Member

1994
WI Reading Association Outstanding Administrator Award

PROFESSIONAL EXPERIENCE

2018-Present

Educational Consultant Hazard, Young, Attea & Associates

2015-Present

Adjunct Professor Viterbo University, La Crosse, WI

2013-2017 & 2022-Present

Executive Committee-National Association of School Superintendents

K-12 PROFESSIONAL EXPERIENCE

2019 - 2023

Interim Superintendent Tomorrow River School District | Amherst, WI

2004 -2018 (Retired)

Superintendent Northland Pines School District | Eagle River, WI

2003 -2004

Superintendent Howard-Suamico School District | Green Bay, WI

2001 -2003

Superintendent New London School District | New London, WI

1995 -2001

Superintendent/Principal Hurley School District | Hurley, WI

1992 -1995

Elementary Principal Bonduel School District | Bonduel, WI

1990-1992

Elementary Principal New Richmond School District | New Richmond, WI

1984-1990

Teacher Rice Lake School District | Rice Lake, WI
Teacher St. Paul's Grade School | Bloomer, WI

RELATED LEADERSHIP ACTIVITIES

- Presenter - China/American PK-12 Education: Shanghai, Beijing, Chengdu, Yangzhou, Langfang, Wuhan, Wuxi China 2015 & 2017
- Presenter - WASB State Convention: Pay for Performance Pay Scale
- Presenter - WASB State Convention: Using a 360 Leadership Performance Review Tool
- Presenter - WASB State Convention: Strategies for Passing Referendums
- National Association of School Superintendents - Member 2011-Present
- WASDA - Administrative Salaries and Fringe Benefit Committee 2011-2017
- Published Monthly Superintendent's Message for the National Association of School Superintendents 2012
- Wisconsin Association of School District's Administrators Member 1998-Present
- Association of School Administrators - Member 1998-Present
- District Administrators Leadership Institute Invitee and Member 2014-2019
- National Association of School Superintendents Hall of Fame Member 2022

Scott Winch

Objective

To serve a dynamic community in an administrative position that will positively influence school culture and individual students for the betterment of society. Success will come through personal dedication, energy, initiative, collaboration and enthusiasm linked with programming based on practical experience, futuristic thinking and educational theory.

Professional Experience

Interim Superintendent, Owen Withee School District, 2022 - Present.

Superintendent, School District of Stratford, 2004-2022.

Superintendent, School District of Niagara, 2003-2004.

K-12 Principal, School District of Niagara, 2002-2003.

Dean of Students, Government/Citizenship and World History Instructor, Greenwood High School, (Grades 6-12), 2001-2002 school year.

Advanced Placement Government, Senior Social Studies, Government/Citizenship, World History and Current Issues Instructor, Greenwood High School, 1997-2001.

American Government, United States History since 1865, Social Problems, World Geography and Economics Instructor, Mellen High School, (Grades 6-12), 1996-1997.

Education

2001-2002 Winona State University, Winona, MN
Master of Science in Educational Leadership.

1992-1995 University of Wisconsin-Stevens Point, Stevens Point, WI
1987-1989 Bachelor of Science Degree in Secondary Broadfield Social Studies with a minor in Political Science and emphasis's in History and Sociology.

Leadership Experience

Wisconsin Interscholastic Athletic Association, Board of Control, 2015-2021.
President, 2017-18 School Year.

Wisconsin Interscholastic Athletic Association, Advisory Council, 2010-2015.
President 2011-12 School Year.

Wisconsin Interscholastic Athletic Association, Sportsmanship Committee, 2004-2010.

Great Northern Conference, Commissioner, 2007-Present.

President, Marawood Conference, 2007-08, 2010-11, 2014-15.

Member, Marathon County Library Board, 2007-present. President, 2012-2018.

Member, Bay DeNoc Community College Advisory Council, 2003-2004.

Crew Chief, WIAA Football Officiating Crew, 1995-2015.

**Community
Activities**

Member, Stratford Lions Club, 2004-present.

Member, Marshfield Elks Club, 2004-present.

Member, Stratford Area Chamber Commerce, 2004-2022.

Member, Sons of the American Legion, 1985-1992, 2015-present.

Member, Niagara Athletic Booster Club, 2002-2004.

Member, Niagara Area Lions Club, 2002-2004.

Member, Greenwood Athletic Booster Club, 1997-2002

**Interests and
Activities**

Spending time up north at our cottage, fishing, golfing, watching and attending high school and college activities.

**Conferences and
Professional
Development**

2019 NFHS National Convention, Indianapolis, IN: Attendee and Small Group Moderator.

2018 NFHS National Convention, Chicago, IL: Attendee.

2017 NFHS National Convention, Providence, RI: Attendee and Moderator.

2016 NFHS National Convention, Reno, NV: Attendee

QE Conference 2015

Solution Tree/Professional Learning Communities 2012,2013,2014

SLATE Conference 2011

State, Regional and Local Conferences and Meetings 2002-present.

References

Available upon request.



Mission Statement: The Mission of the Mosinee School District is to improve student progress academically and socially, preparing them to be productive members of a multicultural society; promote partnerships with the community to create multiple opportunities for learning; and foster life-long learners who are self-motivated with the adaptability for future change.

April 10, 2024

Good day,

I am writing this letter of reference on behalf of the Mosinee School Board for HYA. In our process we reached out to a few firms for our superintendent search. We needed a firm that listened to the boards priorities and found this with HYA, both Mike and Scott had met with our nine board members to ask questions on what we were looking for in our next Superintendent, then this was compiled, and the posting was then placed on sites the board had requested. The process for the board to gain access to our portal to review candidates at leisure was fantastic.

I was able to reach out to Mike or Scott at anytime with questions, and their response time was impeccable and insightful. HYA helped develop a timeline and worked around our boards schedule and we were able to update the schedule as needed with no issues.

After our first round of interviews HYA was there to make our board fully aware that if we were not satisfied, we were not in any rush to hire, and they wanted to guarantee that we were hiring the right person for our district. HYA helped facilitate the Day in the District with our final candidates, they met with each group of community, staff, and board to go over the process and were able to work with the candidates during this process.

Having been through three interviews for Superintendents I have found that working with HYA was a very positive process. I would recommend HYA to any district in this process, and I'd be more than happy to answer any additional questions, HYA has my personal information to pass along.

Sincerely,

Diane Gorman

Mosinee School Board President

To Whom It May Concern: July 29, 2021

To any School District who may be looking at filling a District Administrator position, I would like to strongly encourage you to consider hiring Hazard Young Attea Associates (HYA) and specifically Mike Richie who is one of their Associates. Yorkville School just recently hired a new Part Time District Administrator for the upcoming school year and Mike was “front and center” in helping us make an excellent hire!

Yorkville has hired a couple of District Administrators in the past and to be honest, were not as successful as we could have been. This was primarily due to us simply posting the position and then hiring the best candidate out of the pool that applied. Mike took us down a completely different path.

When Mike first took on the task of helping us find a new hire, the first thing he did was interview each of the Board members individually, the members of the Administration team, several of the teachers, the custodial and office staff, and several parents and community members. He took all of the info he collected from these interviews and compiled a profile of what Yorkville School was really all about. He also did his own research about Yorkville and incorporated that into his report. He knew our strengths and weaknesses, what kind of culture we had at the school, what was important to our parents and community members, and what expectations our teachers had for their new boss. I have to admit it was also VERY enlightening to our School Board!!

This document was invaluable in helping Mike “recruit” the kind of Administrator who would be a good fit with our school. We also did post the position but more importantly Mike went after candidates who did not apply but whom he thought would be an excellent fit for what we needed to continue our success at Yorkville. The net result was we had 6 VERY strong candidates for us to consider when filling our position. What a luxury!!

We have made our decision and have made an excellent hire! And it was of a person who was not looking and had not expressed any interest in applying until Mike shared the profile he had compiled and personally spoke to him about the opportunity. So a HUGE Thank You to Mike Richie. He is excellent to work with if you find yourself in a similar position of trying to make the “perfect” hire. I highly recommend HYA and specifically Mike Richie.

If you have any questions or would like to chat further, please contact me at 414-510-2485 (Cell) or via email, (drdave@rli-net.net).

Dave Callewaert

Yorkville School Board

April 18, 2024

To whom it may concern,

The Port Washington-Saukville School District (PWSSD) hired Hazard Young Attea Associates (HYA) for our 2024 superintendent search. The PWSSD school board was looking for a firm which could not only complete the search in a shortened timeline, but who could also provide high stakeholder engagement, thorough feedback from stakeholders, transparent communication with the board, fluid organizational tools and responsive availability. HYA promised and excelled in each of these requests.

At the start of the process, HYA provided multiple avenues, such as surveys, in-person focus groups, and virtual focus groups, which allowed stakeholders to engage with the development of our superintendent profile. At the final steps of the process, HYA organized community forums, a day in the district, and final interview sessions which provided stakeholders direct interaction with the final candidates. During this final step, HYA provided all stakeholders with a QR code for each candidate. This QR code allowed the stakeholders to give immediate and direct feedback to the school board regarding their evaluation of each candidate. This transparent and immediate feedback was beneficial to the board as we privately deliberated our final selection. The board and the community both felt well informed and engaged throughout the entire process.

HYA also provided the PWSSD school board with a link to a private portal only accessible to the board and other approved individuals. This portal contained all relevant information regarding our search process including but not limited to timeline, schedules, candidate information, survey feedback, QR code feedback and interview processes. This portal created a transparent and fluid organizational tool which board members appreciated. They were able to access information immediately and regularly as needed.

Finally, HYA provided an exceptional team, Mike Richie and Scott Winch, who were professional, experienced and available. The PWSSD had a targeted timeline for our superintendent selection which shortened the typical HYA search timeline. However, HYA collaborated with the board to make sure the process met our timeline without compromising the process. They were available, flexible and conscientious of our expectations. Our process was organized, transparent, and well executed. Feedback from the board and stakeholders was positive and appreciative of not only our consultants, but also of HYA.

I have had the opportunity to be part of two superintendent processes while serving on our school board and can say the process through HYA exceeded our expectations. I would recommend HYA to any school board in need of a qualified superintendent search company.

Thank you,
Brenda Fritsch
PWSSD Board President



April 21, 2024

Dear Board Members,

I am writing this letter as a recommendation for services provided by Mike Richie and the Hazard, Young, and Attia (HYA) search firm for your upcoming superintendent search. Oxford Community Schools recently used HYA for a critical superintendent search for our district. Oxford Community Schools has been with an interim superintendent since January 2023 and knew that this search would be imperative to the continued healing our community is working on.

From the beginning it was evident that HYA researched our community, the initial presentation of services was articulate and supportive of our community's needs. HYA also presented a transparent format for board members to always have the latest information for the search through their "board portal," this left board members feeling better prepared, and allowed for us to have robust and fair conversation at the board table, signifying transparency in the process to our community.

Mike and the HYA team prepared an intensive community focus group schedule that included in-person and remote meetings to meet members of our community, staff, students, and parents, where they were at. From these meetings, along with a thorough survey, they authored a leadership profile report that helped the board, and the candidates ensure they were making a match for interviews that would be mutually beneficial and meet the goals of the district.

Throughout this process to date, Mike and the HYA team have made Oxford feel as if we were their only clients, they were available when needed, kept the board portal up to date, were organized in all their presentations, and met with anyone from our community who wished to be a part of this process, even if the community members preferred not to be in a group setting.

I would, without reservation, recommend Mike and the HYA team for your superintendent search and would be happy to take any questions you may have as you make your selection.

Sincerely,

Erin Reis, EdD

Board President

Oxford Community Schools, Board of Education





EDUCATION SERVICES CENTER

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🐦 @LPSK12

📷 @LPS.K12

February 2023

To Whom It May Concern:

I am pleased and honored to recommend Mike Richie and Hazard, Young, Attea, & Associates for your Superintendent search. Our Board of Education selected HYA after interviewing a number of search firms and we were not disappointed. The role of hiring a new superintendent can be daunting, yet sacred, and Mike was with us every step of the way.

HYA's process from beginning to end was thorough, thoughtful, and transparent. Beginning with their RFP, it was clear that Mike would lead a strong search. His attention to detail was unmatched. We were provided with all of the information we needed in order to determine what our community was looking for in a superintendent and to then put that information into action to recruit the most highly qualified candidates.

Mike was available and responsive throughout all steps of the process. Our search was truly nationwide and Mike and his team came through and provided us with a diverse pool of candidates that each fit the needs of our unique community. We are now at the end of our search and are beyond pleased with the final result. Mike continues to support us as we begin the transition phase.

I have no reservations in wholeheartedly recommending Mike Richie and HYA.

If you have any additional questions, I would be happy to visit with you. I can be reached at achristensenboe@lps.k12.co.us or 720-341-2197.

Best of luck as you begin your search.

Angela Christensen
Board of Education
Littleton Public Schools



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/29/2023

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.

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PRODUCER DSP Insurance Services, Inc. 1900 E Golf Rd Ste 650 Schaumburg IL 60173	CONTACT NAME: Carrie Drumheller PHONE (A/C No. Ext): (847) 934-6100 E-MAIL ADDRESS: cdrumheller@dspins.com	FAX (A/C, No): (847) 934-6186
	INSURER(S) AFFORDING COVERAGE	
INSURED HYA Corporation 1475 E Woodfield Rd., 14th Floor Schaumburg IL 60173 (847) 744-5672	INSURER A: Hanover American Insurance Co. NAIC # 36064	
	INSURER B: Allmerica Financial Benefit Ins 41840	
	INSURER C: Federal Insurance Company 20281	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGESCD **CERTIFICATE NUMBER:** Cert ID 39644**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
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			Z2CJ064329	07/01/2023	07/01/2024	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 - COMP/OP AGG \$ Included
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ Incl in GL BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ None			Z2CJ064329	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	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/A	WCCJ064305	07/01/2023	07/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			82638976	07/01/2023	07/01/2024	Retention: \$10,000 \$ 2,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

Sample	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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