



SEARCH SERVICES PROPOSAL

prepared for

Ripon Area School District
January 2025



Supporting, Promoting and Advancing Public Education

WISCONSIN ASSOCIATION OF SCHOOL BOARDS, INC.
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WASB.org

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WASB Nondiscrimination Statement

The Wisconsin Association of School Boards is an equal opportunity employer. The WASB's goal and expectation is that the WASB (including WASB Search Services) shall provide services to the district in a manner that (1) does not unlawfully discriminate against any employee or applicant for employment, and (2) facilitates a timely, appropriate, and proportionate response to any complaint, report, or concern regarding possible unlawful discrimination in employment.

The WASB's commitment to nondiscrimination and to taking appropriate corrective action when needed encompasses all aspects of employment and personnel administration, including recruitment, hiring, training, assignments, compensation, evaluation, and discipline.

Accordingly, the WASB shall not unlawfully discriminate against any employee or applicant for employment on the basis of disability, race, color, ancestry, national origin, citizenship, sex (including sex-based stereotypes and an employee's transgender status), sexual orientation, marital status, pregnancy, age, religion, creed, political or religious affiliation, arrest or conviction record, military service, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other basis prohibited by applicable law.

Why choose the WASB for your search?

Our mission:

Established in 1921, the Wisconsin Association of School Boards' mission is supporting, promoting and advancing public education. Our vision is to provide leadership in public school governance.

As your membership organization, we offer an excellent superintendent search, and we can also connect you with the full range of premier services including policy assistance, legal services, board governance, and legislative advocacy.

Our approach:

Choosing a new superintendent is one of the most important tasks you will face as a school board. The WASB Search Services is designed to make this a positive and effective experience to help you choose the right person to lead your district.

The successful superintendent search begins with a strong team of professional search consultants and ends with a solid, long-term relationship between the school district and its top administrative leaders.

Our process has been carefully designed to strengthen the relationships between board members, the community and their new superintendent. We offer flexibility that reflects the board's values in the decision-making process. We also work with the board to approach this search with the district's leadership design, strategic plan pillars and board goals as key priorities in our collective and collaborative work. It will be critical to have this work confirmed and included as part of the profile for your next superintendent.



We:

- Have a team of experienced consultants with backgrounds in districts like yours to assist you with your search.
- Use a search approach that has the board, with consultation and support from our consultants, making key decisions along the way and engaging stakeholders. The WASB has been effective with its searches due to the type of relationship that is developed with the board and lead district staff who have been involved with the search. Ongoing and regular communication with the board is essential for the search process to work well. Throughout the search there are a number of times when the consultant will meet with the full board to ensure proper planning and communication.

This has significantly helped address the challenge of ensuring board involvement throughout the entire search process. Another key challenge is ensuring that candidates have their questions answered and are able to learn a sufficient amount about the district and community to help them with their decision to apply. The consultant working with candidates is key to address this challenge.

- Provide you with ongoing services for effective governance and school leadership, if desired.
- Offer video conferencing to help reduce costs.

Our ongoing support:

Throughout the search we will work with the board in a relationship-based and supportive manner. The needs of the board and district will guide our work during the process. The WASB is your resource for all your search needs from advertising your vacancy through hiring your new district leader.

Our relationship with you does not end when your new superintendent takes office. One of the opportunities we offer to school boards is assistance with the transition between your former superintendent and your new one.

As your membership organization, the WASB has designed a range of additional board development and follow-up activities to support a positive working relationship between your board and superintendent.

Our history:

The WASB established its search services in 1991. Since then, many of the boards we have worked with have called upon us more than once to help them with new superintendent searches over the years.

We. . .

- Conduct national searches and specialize in placing superintendents in Wisconsin school districts.
- Have over 34 years of search experience with school boards.
- Have conducted over 440 searches overall.
- Have worked with many different sizes and types of districts and CESAs.

We are proud of our retention rate over a period that often includes changes in school board members as well as changes in a school board's vision, goals, and priorities.

- 99% retention rate after the first year of superintendent placement
(represents searches conducted 2018-19 through 2022-23)
- 88% retention rate after the second year of superintendent placement
(represents searches conducted 2017-18 through 2021-22)
- 82% retention rate after the third year of superintendent placement
(represents searches conducted 2016-17 through 2020-21)

Why choose the WASB for your search? (continued)

The WASB has worked with many school districts, both large and small. We have conducted superintendent searches for the following Wisconsin districts since 2019-20.

Abbotsford	Ladysmith
Alma Center-Humbird-Merrillan	Lake Country
Appleton	Laona
Baldwin-Woodville	Linn Jt 6
Bangor	Little Chute
Barneveld	Lodi
Beloit	Melrose-Mindoro
Blair-Taylor	Mondovi
Bloomer	Nekoosa
Bruce	Norwalk-Ontario-Wilton
Campbellsport	Pardeeville
CESA 11	Pecatonica
CESA 4	Prairie Farm
CESA 7	Raymond #14
Chequamegon	Salem
Clayton	Sevastopol
Cochrane-Fountain City	Shell Lake
Cudahy	Shullsburg
Dodgeville	South Milwaukee
Durand-Arkansaw	Southern Door County
Ellsworth	Southwestern Wisconsin
Frederic	Spring Valley
Gale-Etrick-Trempealeau	St. Croix Falls
Geneva Joint 4	Thorp
Genoa City Jt 2	Tomah Area
Hartford Jt 1	Unity
Hartland-Lakeside J3	Viroqua
Holy Hill	Washington-Caldwell
Howards Grove	Waterford Graded
Iowa-Grant	Webster
Jefferson	West Salem
Kenosha Unified	Whitnall
Kohler	Wisconsin Heights

What do members say about WASB Search Services?

There is no doubt in my mind that we ran a search with integrity, fidelity and wisdom because we engaged the WASB.
Board Member, St. Croix Falls School District

The professional support we received from the WASB Search Services was unmatched! They helped us every step of the way and we never veered from our timeline.

Board Member, Southwestern Wisconsin School District

WASB provided all the expertise in our search that we knew we could not accomplish on our own: deep knowledge of the hiring environment, a consultant familiar with our small district issues and the ability to put that together to find the candidate that would most help our district be successful.

Board Member, School District of Ladysmith

This service was well planned, organized and thoughtfully executed. I highly recommend WASB Search Services.

Board Member, Raymond School District #14



The Search

Services Provided

The WASB agrees to provide the school board of the district with general assistance and consultation in the selection of an administrator by performing the following services. All meetings, focus groups and interviews will be conducted with the WASB consultant and the board together in-person.

- Planning meeting
- National advertising
- Community survey
- Focus groups (*includes up to three groups) and review of the input
- Vacancy notice & essay questions
- Interview questions
- Develop criteria and publicize the vacancy
- Collect applications on behalf of the school board
- Communicate with and answer questions from applicants
- Provide an external review of applications in comparison with the school board's criteria and qualifications
- Schedule interviews and assist with preparations
- Initial interviews
- Formal background checks
- Provide guidance regarding reference checks
- Assist with the announcement of finalists
- Final interviews
- Assist with final selection
- Assist with the announcement of selected candidate

Ala Carte Options - IF REQUESTED (additional cost)

- Additional national advertising
- *Focus groups beyond three groups
- Consultant checks references
- Conduct candidate forums
- Third round of interviews
- Separate meeting after final interviews to decide which finalist will be offered the job
- Additional meetings requested

The services provided represent the full range of activities involved with a search and will be discussed with the board to finalize dates for various components of the search. The ala carte options may be added at the district's request.

A complete search may take three to five months. However, the WASB consultant is prepared to adjust a timeline to meet a school district's situation. Ideally, the search for a new superintendent should not be hurried.

While the entire search process is designed with the board, it is important to have a lead district staff member assigned to assist with some of the detail of the search such as assisting with the arrangements for focus groups. This might be the district's executive assistant.

Planning - Scope

Our Search Services are flexible and responsive to the needs of the school board. The first phase of the process is a planning meeting when a WASB consultant works in conjunction with the board to design key aspects of the search.

We want you to feel fully prepared. During the first planning meeting, we'll discuss timelines, possible internal candidates, extent and type of community/staff involvement, the Search Services budget, advertising, media relations and confidentiality. We'll also put together a list of activities the board and present superintendent agree upon in order to get the district ready to search for the new leader.

This meeting offers an important opportunity to talk about how the search will address the district's leadership design, district characteristics, mission, value statements, strategic plan pillars and board goals. The WASB understands these are important considerations for the district. These will serve as key lenses for the entire search process. In addition, the consultant can facilitate a discussion with the board to update the position description for the superintendent.

After this planning meeting, we will send a thorough summary of our findings to you so that you may use them as a guide during the next steps of the search process.

Planning - Engaging Stakeholders: Focus Groups and Community Survey

At the heart of the WASB search process is the understanding that great opportunity exists to engage key stakeholders. While this engagement relates to the search process, the WASB sees opportunity for the district to be viewed as wanting to listen and engage with internal and external stakeholders. Two key ways this happens is through the use of focus groups and a community survey which serve as valuable resources during your search.

A series of focus groups with the board, school staff, and community members serves as a primary method for engagement. Since we have been doing searches for over three decades, we have crafted a highly effective system for organizing and running these focus group sessions. The purpose of this step is to allow the board, staff and community members to assist with identifying a leadership profile and to determine the criteria for selecting a new leader. The focus group meetings are subject to Wisconsin's open meetings law. We will work

with the board to identify the specific focus groups that will be conducted, and a strategy will be developed to ensure that a broad range of diverse stakeholders have an opportunity to participate.

With our process for identifying focus group participants, your board not only gets feedback from the community but also strengthens connections with district residents and school stakeholders. You will get feedback on our findings and this information will be used throughout the search to evaluate candidates' qualifications.

The WASB will also provide an electronic community survey in addition to the face-to-face focus groups. The WASB will provide a link to this community survey to post on your website. The electronic survey will allow community members, staff and parents an opportunity to provide information to the district by choosing answers to questions like those used in the focus groups. In addition, the district will receive a summary of the survey results.



The data generated from the focus groups and community survey will influence each aspect of your search. Throughout the process the school board will be using the criteria set by your community to identify the next superintendent. The data generated from these meetings is subject to disclosure under Wisconsin's public records law. With a clearly defined understanding of what you're looking for in a new superintendent, you will be better positioned to find the best match to meet your district's needs.

Planning - A National Search: Advertising the Vacancy

The WASB will advertise and conduct this search on a national basis and will also use state resources to identify candidates. During the planning meeting, we will talk with you about how your board may want to uniquely advertise your search.

The WASB is a member of the National Affiliation of Superintendent Searchers. NASS consultants are located in 39 states serving as superintendent searchers in school board associations throughout the country. Since the WASB is a member of NASS, you'll benefit because your vacancy will be shared with all of the NASS state members.

Advertising for Your Vacancy - Included in the Search

- All recent and prior applicants (500+) to WASB searches are notified of your vacancy.
- Posted on the WASB – Wisconsin Superintendent Searches webpage from vacancy announcement through the deadline

- Posted on the WASB LinkedIn and Facebook pages
- Posted on the Wisconsin School Leadership Center Career Center via a premium advertising package
- Regional advertising on 30 private college/university websites across numerous states
- Email to all Wisconsin CESA Agency Administrators for distribution to their superintendents
- Email to the National Affiliation of Superintendent Searchers (NASS) Superintendent Searchers group
- *See Optional Advertising Add-ons in the Fee Schedule section

Planning - Application Process

Using the information gathered from the focus group sessions and the community survey, we develop a candidate profile. During our focus groups, we not only solicit feedback about the characteristics you seek in a leader, we also ask about the features and selling points of your district. This is your district's chance to shine! The vacancy notice and the electronic brochure that we create for you are designed to attract candidates interested in joining your community and who match with your needs.

A part of the application is a set of two to four essay questions for applicants. We usually develop these questions based on criteria identified by the focus groups, community survey and the school board. Applicants' essays must provide concrete examples of work experience. When the board members review the applicants' essays, they will also be able to assess the candidates' written communication skills.

Together with your WASB consultant, you will establish a timeline and procedures for the application process. The WASB provides the expertise and perspective of decades of search services; your board tells us what best meets your district's needs.

The WASB online application process is designed to provide thorough information on a candidate's qualifications and experience. Since the WASB search process will require active engagement by school board members, all materials are designed to assist the school board in the important task of selecting a new school district leader.

The district will download all complete applications from our online application portal; they are the property of your school district. As part of the WASB search process, all applicant files will be reviewed individually by all board members to prepare for a meeting with the WASB consultant. During that meeting you'll discuss applicants, the consultant will advise the board on those applicants and the board will make decisions about who to interview. Ultimately, the decision about who to interview is left with the board. This is a unique feature of the WASB search which is open for modification should the board desire to handle all applications in a different manner.

Complete applications include:

- answers to essay questions, if desired
- a letter of intent,
- résumé,



- transcripts of post-secondary work,
- superintendent license or evidence of eligibility, and
- three current letters of reference.

Selection - First Interviews

Your WASB consultant schedules all candidate interviews and provides all necessary travel information to the candidates. The WASB consultant will attend interviews in person, even if the candidate(s) appears virtually.

As part of our board governance approach to Search Services, we work with you to develop interview questions and thoroughly prepare your board for the interviews. As a starting point, your WASB consultant will offer a bank of questions. Your consultant will also provide a Resource Guide and an orientation on effective interview techniques, format and a review of the appropriate laws. We will see that you are fully informed about both the process and the procedure for this stage of your search. At a subsequent planning meeting we will also plan for second interviews, reference and background checks, and communicating with the media.

Selection - Reference & Background Checks, Second Interviews

After your first round of interviews your board selects the finalists and conducts your own independent reference checks on them. We equip you with strategies for getting the most out of this process. The WASB consultant will attend interviews in person, even if the candidate(s) appears virtually. In addition for the second round of interviews, community/parent/staff forums can be established.



The WASB staff will ensure that the following background checks are conducted on the selected finalists: federal, multi-state, and county criminal history; education verification; social security number trace; liens, judgments and notices of default; OFAC and sex offender search. This search through Absolute Background Search may take up to 72 hours to complete.

Once the reference checks are completed by the board members, the board conducts a second round of interviews. The WASB makes the necessary arrangements.

Selection - Contract Development

We provide you with comparisons of salary and fringe benefits for the superintendent position. The WASB also provides the Superintendent Evaluation Framework to the board and superintendent for the first year of the new superintendent's employment, and the supporting resources include samples and assistance with analyzing the superintendent's job description.

Your Resource Guide contains sample contract language you might consider as well as a WASB Legal Comment on contract negotiations. We strongly encourage you to have your superintendent's contract and job description reviewed by your legal counsel before offering them to your finalist.

The WASB Legal Services staff attorneys can answer basic questions and provide general legal information about posting open and closed meeting notices, public records issues and administrator contracts.

Selection - Announcement

Draw on the expertise of the WASB to publicize your new superintendent! At your direction, we will assist you with developing press releases and making introductions to the staff and community. This is your chance to celebrate your hard work in finding a good match for your district and can help establish a strong relationship between your superintendent and the community from the start.

Post-Selection - Transition Planning Meeting

The end of the search process is the beginning of a relationship with your new leader. We offer assistance in clarifying expectations and enhancing communication between you and your new superintendent from day one. We will facilitate one transition planning meeting as part of the WASB Search Services contract. We recommend that this meeting take place within the first two to three months of the new leader's tenure yet it must be completed within the first twelve months of the superintendent's employment to ensure the WASB Search Services work guarantee. Additional support beyond the initial transition planning meeting in supporting your goals and working relationships are available if requested on a fee basis.

Post-Selection - Superintendent Evaluation Framework

The WASB will provide its Superintendent Evaluation Framework at no cost for the first year of the new superintendent's employment as part of your superintendent search. The framework subscription is for the full school board and the district administrator. It recognizes the need for a collaborative development process to support the continuous growth of the superintendent. The evaluation should be used to foster this growth and to improve the overall leadership within the district. It includes:

- Evaluation requirements
- Key considerations
- Prompts and questions for the first-year superintendent
- Standards-based rubrics for the beyond first-year superintendent, that include a self-assessment and an assessment from the board
- Sample performance narrative evaluation document
- Information about superintendent goals
- Sample artifacts

Fee Schedule

Overall Cost of a Superintendent Search

The WASB Search Services will coordinate a search that fits the desires of your school district. **The WASB Search Services will conduct a comprehensive search with a cost not to exceed \$12,500 for the Ripon Area School District.** Your school district will be billed monthly for fees and expenses.

Breakdown of Search Costs (included in the overall cost of a superintendent search)

WASB Services*

Office preparations	
Search Services Coordinator	\$155 per hour
Search Services Assistant	\$ 90 per hour
Professional consultation	\$195 per hour
Travel time	\$120 per hour
Mileage	Current IRS rate
Meals and lodging (if needed)	Variable



*Includes all search services with the exception of an add-on advertising package and candidate travel expenses.

Candidate Expenses

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

Work Guaranteed

The WASB Search Services guarantees that a superintendent placed by us will remain through his/her first superintendent contract with the district (maximum of two years from the effective date of the commencement of the superintendent's initial contract with the district). Our historical retention rate over this time period for past Superintendent Search Services, which includes changes in school board members, is 88%. (Past performance is listed for reference purposes only and does not guarantee future results except as explicitly defined herein.)

THE WASB SEARCH SERVICES GUARANTEE IS OFFERED ONLY TO BOARDS THAT COMPLETE THE TRANSITION PLANNING MEETING WITH A WASB SEARCH CONSULTANT WITHIN THE

FIRST TWELVE MONTHS OF THE DISTRICT ADMINISTRATOR'S INITIAL EMPLOYMENT CONTRACT WITH THE SCHOOL DISTRICT.

If a superintendent placed by our process (including a transition planning meeting occurring after the position starts) voluntarily leaves the district before the end of the initial employment contract (as described above), except as provided for below, the WASB Search Services will conduct a new comparable search for the cost of expenses. These expenses are defined as posting the vacancy, advertising costs, travel costs to meetings (including travel time, mileage reimbursement [based upon Internal Revenue Service business travel use], lodging and meals) and candidate formal background checks.

The guarantee does not apply if during the first contract as defined (above):

- the district reduces in time or eliminates the superintendent's position due to budgetary and/or programmatic reasons during the first contract,
- the district reduces in time or eliminates the superintendent's position due to consolidation of the school district and/or the dissolution of the school district,
- the superintendent passes away during the first contract,
- the superintendent resigns due to a serious health condition and/or disability,
- the superintendent is unable to perform the essential functions of the position due to a serious health condition and/or disability, or
- the superintendent is involuntarily called into service by the United States government for military duty.

Optional Advertising Add-ons (cost approximations)

- American Association of School Administrators (aasa-jobs.careerwebsite.com)
 - Job Flash Package – \$599
 - Posted for 30 days and emailed to 5,000+ superintendents
 - Job Flash Package Plus Upgrades – \$699
 - Posted for 30 days and emailed to 5,000+ superintendents
 - Remains high in search results and highlighted to stand out
- Education Week's Online TopSchoolJobs
 - Standard Listing - \$895
 - online for 60 days as a showcased listing with unlimited text
- Association of Latino Administrators and Superintendents (alasedu.org/jobs/)
 - \$250
 - Six-week posting on ALAS website: Leader in Equity weekly newsletter
 - Email blast to SLA cohort and alumni
 - Social media push on ALAS Facebook and X (formerly Twitter)
- National Alliance of Black School Educators Career Center
 - \$330 Single 30-day online job posting

Related Services and Ongoing Support

Transition Services

The WASB transition services can make a difference in your school district. WASB search consultants have discovered that a primary trait or attribute that school boards desire in their superintendents is the ability to communicate internally within the organization and externally throughout the school community. A leadership change presents the perfect opportunity to highlight organizational strengths and to focus on issues which may otherwise hinder the new leader as he or she wrestles with the details of preparing the district to open a new school year.

However, it is often difficult for a newly hired superintendent to challenge the school district status quo. This effort to challenge the status quo will require extensive time, energy and effective processes which should be focused on the new district leader building alliances rather than upsetting some people by prematurely proposing changes in practice.

The WASB offers transition services to effectuate a smooth induction of your new superintendent as the individual develops a strategy for the initial months on the job. The need for leadership transition services will vary by school district, school board and the individual selected as your new superintendent.

Ongoing Support - Ancillary Services

The WASB has a goal to serve its local school boards and build a long-term service relationship. There are many quality services available from the WASB that will be needed at different times by a local school district. As a quick reference, the WASB offers program services in the following areas:

- a. **Legal:** Offers services covering employee opinion surveys, administrator contract review, posting meeting notices and hiring guide information.
- b. **Governance:** Offers programs to address the complexity of issues faced by school boards that require an understanding of effective governance practices. WASB offers services to also address local school district problem areas.
- c. **Policy:** Helps school boards keep their policy manuals up to date and consistent with new laws. Services include policy manual consulting, assistance with conversions to Policy Resource Guide based manuals and Policy Manual “Quick Checks.”

WASB Consultant's Background

Kelly Thompson, Ph.D.

Search and Governance Consultant

Dr. Kelly Thompson has served students, staff, families and communities for over 30 years as an educational leader and specialist in Wisconsin school districts. As superintendent in Muskego-Norway Schools for 11 years, Dr. Thompson demonstrated strong district results through the development of valuable partnerships and system-wide continuous improvement processes that focused on high-achieving student learning environments, high-impact staff, positive community support and long-term financial sustainability.

Dr. Thompson has significant experience with strategic plan development and execution, stakeholder and survey feedback processes, facility master planning and referendums, student and staff engagement efforts and school board governance. Following her retirement in 2023, she joined the WASB consulting team to assist school boards in their governance work related to organizational improvement, board and superintendent relations, and superintendent search efforts.

Experience

Dr. Thompson retired after 30 years of serving Muskego-Norway Schools. Prior to her superintendency, she served as assistant superintendent, director of pupil services, director of curriculum and instruction, associate high school principal and school psychologist.

Education

Ph.D. Urban Educational Leadership, UW-Milwaukee, Milwaukee, WI

M.Ed. & Specialist Degree Educational Psychology, UW-Milwaukee, Milwaukee, WI

B.A. Psychology, UW-Milwaukee, Milwaukee, WI

Contact Information

Cell: 262-366-4904

Email: kthompson@wasb.org

WASB Consultant's Background

Patricia (Patti) Vickman, M.Ed.

Search & Governance Services Consultant

Patti Vickman uses her passion for public education and her expertise as a leader to help others create innovative learning communities that engage students, inspire educators, involve families and collaborate with community partners to ensure students become compassionate citizens and lifelong learners. Under her leadership, school districts have significantly enhanced their school cultures, improved achievement for ALL students, and expanded business and community partnerships to increase programs and services. As an advocate for continuous improvement, Mrs. Vickman specializes in school board and superintendent relationships, human resources, strategic planning, curriculum & instruction and community engagement.

Experience

Mrs. Vickman has worked in public and parochial settings, and led diverse urban schools as well as community centered rural schools. She taught various levels in Wisconsin, Ohio and Kentucky prior to her twenty-seven-year tenure in the Oshkosh Area School District. In Oshkosh, her leadership positions included K-12 Reading Coordinator & Title I Director, Elementary Principal, Executive Director of Administration and Executive Director of Human Resources. As a graduate of Southern Door High School, Mrs. Vickman returned to Door County in 2012 to serve as the district's superintendent, before retiring in July 2021. Her varied experiences as an educator over the past forty-six years have enabled her to apply a very seasoned perspective to educational leadership, school operations and board governance as communities prepare their students to graduate college, career and community ready.

Awards

Patti received the Wisconsin Rural School Administrator of the Year Award, Wisconsin School Public Relations Spectrum Award, State Superintendent Friend of Education Award and the Oshkosh Chamber Woman of Achievement and Diversity Awards.

Education

B.A. Elementary Education & Music, St. Norbert College, DePere, WI

M.Ed. Reading Specialist, University of Louisville, Louisville, KY

Certification, National School Reform Faculty

K-12 Administrator Certification, UW-Madison, Madison, WI

Superintendent Certification, Marian College, Fond du Lac, WI

Contact Information

Cell: (920) 495-0400

E-mail: pvickman@wasb.org



August 2, 2024,

Dear School Board Members:

You are facing one of the most significant decisions you will make as a school board member – selecting a superintendent. No other staff member will likely have a more long-term impact on your school district. Choosing the most highly qualified individual, who also represents the ideal fit in your community, will be critical. Please consider using your state school board association’s superintendent search service to facilitate your next search for a superintendent.

The members of the National Affiliation of Superintendent Searchers (NASS) stand ready – as the most experienced network of search professionals in the United States – to execute a national campaign to find your district’s next superintendent. NASS consultants are located in 39 states and include more than 100 consultants serving as superintendent searchers for school board associations throughout the country. NASS harnesses the skills and experiences of many search professionals with proven track records of accomplishment. Consultants in NASS are characterized by integrity, passion, and focus. Your state school board association’s search professional knows state and local laws, knows your district, and appreciates each search is unique. He or she knows your school board wants a customized search to meet your community’s specific needs and understands the need to maintain a successful, long-term relationship between your board and your state school board association.

NASS members serve school boards every day. As Chair of NASS, I can promise you will receive individual, customized attention and a commitment from your NASS professional to assist in a dedicated and confidential manner, following the specific laws of your state. The successful executive search begins with a strong team of professional search consultants and ends with a solid, long-term relationship between the school district and its top administrative leaders. The NASS mission is *finding top executive leadership for school districts throughout the United States through our core values – ethics, integrity, leadership, and teamwork*. If retaining a successful, long-term leader is a priority for your district, rely on a NASS consultant!

Jay Bennett
NASS Chair



National Affiliation of Superintendent Searchers (NASS)

Alabama	New Hampshire
Alaska	New Jersey
Arizona	New Mexico
Connecticut	North Carolina
Florida	North Dakota
Georgia	Ohio
Idaho	Oklahoma
Illinois	Oregon
Indiana	Pennsylvania
Kansas	South Carolina
Kentucky	South Dakota
Maine	Tennessee
Maryland	Texas
Massachusetts	Utah
Michigan	Vermont
Minnesota	Virginia
Mississippi	West Virginia
Missouri	Wisconsin
Montana	Wyoming
Nebraska	



Search Services

TENTATIVE SCHEDULE OF ACTIVITIES

(Actual dates to be determined at initial planning meeting)

DISTRICT ADMINISTRATOR
Ripon Area School District
1120 Metomen Street, Ripon, WI 54971
[920-748-4600](tel:920-748-4600)

***Planning Meeting with Board of Education.....January 13, 2025**
(Finalize process, timeline, meeting and interview dates, etc. as desired by Board of Education)

Vacancy Notice Posted on WASB & District WebsitesJanuary 15, 2025

Possible Focus Groups or Online Survey.....January 20-29, 2025

Essay Questions & District Brochure PostedJanuary 31, 2025

Application Deadline February 21, 2025

Board able to access online portal to view applications (email from WASB) February 22, 2025

*** Review of Resource Guide, Review Applications/Choose Interviewees, Determine First Interview**
Questions, Updating of Contract, etc.....March 3, 2025
Copies for Board of Education sent to DISTRICT office prior to this meeting.
Bring desired First Interview questions from samples given at initial planning meeting.

***First Round of Interviews, Selection of Finalists, & Background Checks..... March 17 & 19, 2025**

Board Reference Checks (may be done before/after First Round of Interviews)March 24-April 3, 2025

***Final Round of Interviews.....April 7, 2025**

***Final Selection (May be done on same day as Final Interviews or separate mtg.).....April 7, 2025**

Negotiate Contract by.....April 11, 2025

Announce New District Administrator.....April 15, 2025

Position Start..... July 1, 2025

Define Board & District Administrator Expectations/Transition & Goals Meeting (after administrator is hired)..... TBD

Review Superintendent Evaluation Process & Set Goals..... TBD

NOTES:

Some dates reflect “completed by” status. Dates maybe adjusted to accommodate schedules or unforeseen circumstances.

***Indicates dates required for Board of Education member attendance.**

WASB Search Services Reference List



Searches 2022-23 & 2023-24

School District with pupil count < 1,200	School Board President (at time of contract)	Administrative Assistant or Other Contact Person (at time of contract)
Bruce	Roxie Kemnitz (715) 403-3425	Tiffany Gerber (715) 868-2585 tiffany@bruce.k12.wi.us
Clayton	Jeff Young (715) 948-2882	Kim Jeska (715) 948-2163 x 204 jeskak@claytonsd.k12.wi.us
Durand-Arkansaw	Bill Yingst 715-285-5189	Linda Komro 715-672-8919 lkomro@durand.k12.wi.us
Frederic	Carey Lillehaug 715-491-0481	Jessica Peterson 715-327-5609 petersonj@frederic.k12.wi.us
Hartland-Lakeside Jt 3	Tiffany Hawley (303) 478-5001	Amy Holley (business mgr) (262) 369-6737 aholley@hartlake.org
Holy Hill	Blair Rogacki 262-628-1032	Jeni Kastner 262-628-1032 x1300 kastner@hhasd.org
Ladysmith	Mike Russell 715-403-0036	Carrie Becker 715-532-5277 x21313 cbecker@sdlwi.org
Laona	Chad Albrecht (715) 889-1472	Tiffany Pakulski (715) 674-3801 x203 tpakulski@laona.k12.wi.us
Melrose-Mindoro	Rick Paisley (608) 857-3389	Michelle Murray (608) 488-2201 x1168 murraym@mel-min.k12.wi.us
Pardeeville	Becky Lezow 608-429-3827	Jen Mecum 608-429-2153 x212 mecuje@pasdwi.org
Raymond #14	Audrey Kostuch 414-324-7376	Nicki Fuchs 262-835-2929 x100 fuchnic@raymond.k12.wi.us
Sevastopol	Lisa Bieri 920-493-5472	Kayleigh Sinclair 920-743-6282 ksinclair@sevastopol.k12.wi.us
Southwestern Wisconsin	Jackie Birkett 262-903-3934	DeeDee Smith 608-854-2261 x300 smithd@sbsd.k12.wi.us
St. Croix Falls	Brent McCurdy 715-557-0156	Mark Burandt, supt, 715-483-9823 x1401 buranma@scfschools.com
Whitnall	Cassie Rainer 414-688-2170	Christy Helminiak 414-525-8414 chelminiak@whitnall.com
School District with pupil count > 1,200	School Board President (at time of contract)	Administrative Assistant or Other Contact Person (at time of contract)
Baldwin-Woodville	Kenneth Dykhous 612-414-8532	Kelsey Brewer 715-684-3411 x1105 kbrewer@bwsd.k12.wi.us
Beloit	Sean Leavy (608) 207-8058	Michelle Shope (608) 361-4180 mshope@sdb.k12.wi.us
Bloomer	Daniel Wubker 715-933-2005	Bobbi Thorson 715-568-2800 x3120 bobbi.thorson@bloomer.k12.wi.us
CESA 11	CESA 11 (715) 986-2020	Jerry Walters (CESA administrator)
Cudahy	Kari Durr 414-739-3371	Karen Weber, Dir. Of HR, 414-294-7401 weberk@udahysd.org
Ellsworth	Julie Lundstrum 651-271-9531	Deb Ristow 715-273-3900 ristowd@ellsworth.k12.wi.us
Hartford Jt 1	Greg Erickson (262) 366-7760	Amy Hoffmann (262) 673-3155 x4101 hoffmann@hjt1.org
Kenosha Unified	Yolanda Santos-Adams (262) 818-1015	Kathy DeLabio (262) 818-1015 kdelabio@kUSD.edu
Nekoosa	Cody Przybylski (715) 697-8525	Diana Martinson (715) 886-8000 diana_martinson@nekoosa.k12.wi.us
South Milwaukee	Sophia Williams (414) 588-9094	Jen Sielaff (Dir of Personnel) (414) 766-5011 jsielaff@sdsd.k12.wi.us

Selected Searches prior to July 1, 2022

School District with pupil count < 1,200	School Board President (at time of contract)	Administrative Assistant or Other Contact Person (at time of contract)
Abbotsford	Eric Reis (715) 223-2831	Ashley Dake (715) 223-6715x4710 adake@abbotsford.k12.wi.us
Alma Center-Humbird-Merrillan	Theo Scholze (715) 896-3374	Danielle Mittermeyer (business official) (715) 964-8271 danielle_mittermeyer@achm.k12.wi.us
Barneveld	Amy Hugill (608) 341-0181	Jill Covelli (608) 924-4711x223 jcovelli@barneveld.k12.wi.us
Blair-Taylor	Troy Tenneson (507) 459-3451	Crystal Sweno (608) 989-2881 swenoc@btsd.k12.wi.us
Chequamegon	Victor Ambrose (910) 381-5568	Anastasia Stueber (715) 762 2474 x2229 astueber@csdk12.net
Cochrane-Fountain City	Larry Cyrus (608) 687-6772	Outgoing Supt Jo-Ellen Fairbanks (608) 687-7771
Genoa City Jt 2	Katie Coari (262) 629-1423	Lisa Thompson (262) 279-1053 lisa.thompson@gcj2.k12.wi.us
Geneva Joint 4	Eric Chapman (262) 248-7712	Kathy Smiley (262) 248-3816 ksmiley@woodsschool.com
Howards Grove	David Loomis (920) 562-5468	Lisa Schultz (920) 565-4454 lschultz2@hgsd.k12.wi.us
Iowa-Grant	Ross Leix (608) 574-8133	Cathy Kohlenberg (608) 943-6311 x3014 ckohlenberg@igs.k12.wi.us
Lake Country	Monique Henry (262) 352-4020	Nicole Brown (262) 367-3606 brownn@mylakecountyschool.org
Linn Jt 6	Alex Palmer (262) 275-8101	Outgoing Supt Samantha Polek (262) 248-4120
Mondovi	Jean Sandberg (715) 672-5812	Shelly Teigen (715) 926-3684 x1424 steigen@mondovi.k12.wi.us
Pardeeville	Margo Pufahl (608) 429-2500	Jane Clemmons (608) 429-2153 x212 clemja@pasdwi.org
Salem	Dana Powers (847) 668-4905	Diane Degen (262) 843-2356x403 degenia@salem.k12.wi.us
Shell Lake	Bethany Deneen (715) 520-2120	Lana Balts (715) 468-7816 x1305 baltsl@shelllake.k12.wi.us
Shullsburg	Lee Gill (608) 482-2272	Jill Boelk (608) 965-4427 jboelk@shullsburg.k12.wi.us
Southern Door County	Penny Price (920) 495-7404	Sue Ann Hubbard (920) 825-7311 shubbard@sdsd.k12.wi.us
Thorp	Marie Karaba (715) 669-7204	Dawn Mlejnek (715) 669-5548 dmlejnek@thorp.k12.wi.us
School District with pupil count >1200	School Board President (at time of contract)	Administrative Assistant or Other Contact Person (at time of contract)
Appleton	Kay Eggert (920) 738-7517	Clara Kopplinger (920) 832-6126 kopplingerclar@aasd.k12.wi.us
Campbellsport	Mike Weiss (920) 579-4762	Outgoing Supt Paul Amundson (920) 533-8381
CESA 4	David Amundson (608) 790-4653	Cheryl Gullicksrud (outgoing CESA Admin)
CESA 7	Sue Todey (920) 743-7464	Karen Kleiber (920) 617-5611 kkleiber@cesa7.org
Cudahy	Linda Kutka (414) 304-5934	Karen Weber (414) 294-7401 weberk@udahysd.org (HR manager)
Dodgeville	Mike Humke (608) 935-5010	Kim Schroeder (608) 935-3307x5000 kschroeder@draschools.org
Gale-Etrick-Trempealeau	Gene Hodgen (608) 525-3679	Peggy Kirkey (608) 582-4657x1900 peggykirkey@getschools.k12.wi.us
Little Chute	Joe Roehl (920) 450-7537	Karmen Hopfensperger (920) 788-7605 khopfensper@littlechute.k12.wi.us
Lodi	H Adam Steinberg (608) 592-2366	Maureen Palmer (608) 592-1060 palmema@lodischoolswi.org
Tomah	Aaron Lueck (608) 343-0479	Sheila Butzler (608) 374-7004 sheilabutzler@tomah.education
Waterford Graded	Amanda Fiehweg (262) 534-9801	Outgoing Supt Ed Brzinski (262) 514-8250
West Salem	Catherine Griffin (608) 769-1714	Barb Buswell (608) 786-0700 buswell.barb@wsalem.k12.wi.us (HR dir)



**WISCONSIN
ASSOCIATION OF
SCHOOL BOARDS**

Supporting, Promoting and Advancing Public Education

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