HYA Executive Search
Hazard, Young, Attea & Associates

LETTER OF AGREEMENT

Dear Dr. Mike McLaughlin,

This letter summarizes our understanding concerning consultant services and the time-lines for the San Leandro Unified School District High School Principal search.

1. The general services to be provided by Hazard, Young, Attea & Associates (HYA) are outlined and incorporated in this agreement.

2. At district expense, HYA will post the vacancy in EdCal, the official newspaper of The Association of California School Administrators. The vacancy may also be posted nationally and regionally as determined by the Superintendent. The amount to be spent on advertising will be determined by the Superintendent. The position will be posted on the HYA web site with a link to the district website.

3. HYA and the District will schedule a planning session to review the search process and develop a detailed calendar for the search. At the discretion of the Superintendent, the consultants may visit the district to meet with selected staff, parents, students and community members to deepen their understanding of the school culture and needs.

4. HYA will identify and contact a diverse pool of qualified candidates. The District is an equal opportunity employer.

5. Candidates will submit confidential on-line applications through the HYA website. Consultants will monitor the applications, conduct screening interviews with selected candidates and will recommend 3-5 candidates to the Superintendent. When presenting the slate, HYA will provide confidential reference check information, interview guidelines and protocols including suggested questions to ensure informative, effective interviews.

6. The Superintendent will conduct interviews and may schedule a site visit for the final candidate. The consultants will not be present at the interviews but will assist the Superintendent in preparation for the interviews. When presenting the slate, HYA will provide interview guidelines and protocols including suggested questions to ensure informative, effective interviews.

7. Throughout the search process the consultants will be available to counsel with the Superintendent about the search. The consultants will assist the Superintendent until the Superintendent determines he has found the appropriate candidate for the position.

8. At the close of the search and the appointment of the new principal, HYA will assist the Superintendent in communicating with all unsuccessful candidates. HYA also will advise the Superintendent in effecting a smooth transition of leadership, if necessary.

9. The consulting fee for this search will be $15,000. The consultation fee is due in two equal installments: upon completion of the Planning Session, and the appointment of the new principal. HYA estimates the consultant expenses related to travel and correspondence including secretarial services, postage and telephone to be $1,500.

10. The Superintendent, at his discretion will reimburse the travel expenses of candidates invited for interview by consultants or by the Superintendent.

11. All information, notes, interview sheets, lists, and other documents developed by Hazard, Young Attea & Associates shall remain the property of Hazard, Young, Attea & Associates until such time as specific information is given to the Superintendent.

If this letter conforms to the Superintendent's understanding, please sign and return a copy for our files. HYA looks forward to working with the Superintendent, the staff and community.

HAZARD, YOUNG, ATTEA & ASSOC

By: John Gatta, Ph.D., President

Dated: 02/07/2014

SAN LEANDRO UNIFIED SCHOOL DISTRICT:

Dr. Mike McLaughlin, Superintendent

Dated: 2 / 7 / 14