



*New England School Development Council*

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

**PROPOSAL TO  
WEYMOUTH PUBLIC SCHOOLS  
FOR  
SUPERINTENDENT SEARCH SERVICES**

**TECHNICAL PROPOSAL**

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

*Member:*





*New England School Development Council*

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

November 24, 2020

Alyssa Bosse, Finance Manager  
Weymouth Public Schools  
111 Middle Street  
Weymouth, MA 02189

Dear Ms. Bosse and Members of the Weymouth School Committee:

I am pleased to respond to your request for information relative to assisting in the search for a Superintendent for Weymouth Public Schools. **As a NESDEC affiliate, Weymouth is entitled to a discount on our search services. This discount is itemized in the Cost Proposal which accompanies the Technical Proposal.**

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

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

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

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

Very truly yours,

Arthur L. Bettencourt, Ed.D.  
Executive Director



## **ABOUT NESDEC**

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

The New England School Development Council (NESDEC) is pleased to submit this proposal to Weymouth Public Schools describing the services we would provide in a superintendent search.

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

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

### *QUALIFICATIONS*

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

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

### *EXECUTIVE SEARCH TAILORED TO DISTRICT*

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

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

**The Scope of Services would be provided by Senior NESDEC Search Associate, Dr. Carolyn Burke and Executive Director Dr. Arthur Bettencourt (resumes attached), who would do the following:**

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

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

### **B. PUBLICIZE VACANCY**

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

**C. ADVERTISING**

1. NESDEC would place an advertisement on SchoolSpring. This online, national advertisement would run for approximately 30 days and would be included at no additional cost to the District.
2. NESDEC would place an advertisement in "Top School Jobs," the online advertising service of *Education Week*. This national advertisement would run for approximately 30 days and would be included at no additional cost to the District.
3. NESDEC would place an announcement in the "Job Bulletin" section of the American Association of School Administrators (AASA) website. This online, national announcement would run for approximately 30 days and would be included at no additional cost to the District.
4. NESDEC would discuss with the School Committee options for fee-based advertising of the vacancy in selected venues. Please refer to our Cost Proposal for fee-based advertising options.
5. NESDEC would prepare newspaper copy for use in advertisements as directed by the School Committee, if requested.

**D. ELECTRONIC OUTREACH**

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

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

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

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

## **F. DEVELOP A SUCCESSFUL CANDIDATE PROFILE**

1. NESDEC would meet with the School Committee (likely via video-conference or telephone conference call) to develop a plan for assessing the needs of the school system as seen by a cross-section of staff, students, parents and other community-members.
2. The consultant(s) would meet with school/community representatives in up to six focus groups (likely conducted via video-conference) as determined by the School Committee to receive their input regarding the new Superintendent. If requested by the School Committee, the focus groups would be augmented through telephone/video-conference interviews of selected officials, educational leaders, citizens and others in the community.
3. If requested by the School Committee, NESDEC, using its proprietary web-based Community Input Questionnaire, would seek the views of school and community stakeholders/representatives regarding the characteristics and competencies desired in the new Superintendent.
4. Incorporating the input provided through the focus groups, interviews and electronic survey, the consultant(s) would conduct a facilitated conversation with the School Committee to discuss the qualities sought in the new Superintendent and the priorities for his/her attention once appointed.
5. The results of the facilitated conversation would be developed into a Successful Candidate Profile and criteria to be used as applications are screened and candidates interviewed. (Please see our Cost Proposal for the option of additional virtual focus groups.)

## **G. ASSIST IN SCREENING APPLICATIONS**

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

## **H. ASSIST IN INTERVIEWS OF CANDIDATES**

1. The consultant(s) would conduct a virtual/online workshop with the School Committee/ Screening Committee to assist them in the interviewing and selection process. The consultant(s) would assist in the preparation of questions, in the development of rating scales, and in the planning of interviewing techniques.
2. NESDEC would arrange the interview schedules and provide the Screening Committee with secure access to the dossier on each of the candidates via NESDEC's proprietary executive search website. NESDEC would discuss with the School Committee/Screening Committee the role of the consultant(s) during the preliminary interview phase of the search. If requested by the School Committee/Screening Committee, the consultant(s) would attend some or all of the preliminary interviews (likely conducted online), and the consultant(s) would be available to debrief with the liaison and the candidates after each round of interviews. The consultant(s) would continue to assist during the interview process, as requested.
3. Once the Screening Committee has determined the finalists, the consultant(s) would conduct credential verification and additional reference checks and would assist members of the School Committee in making independent reference checks.
4. NESDEC would assist with arrangements for finalists' interviews (likely conducted via video-conference) and in developing further interactions/exchanges with the school district and the community. The consultant(s) would also be available to facilitate a virtual meeting of the School Committee after the finalists' interviews, if requested.
5. If requested, NESDEC would assist with arrangements for School Committee members to communicate (virtually) with representatives of the finalists' present school districts or institutions.
6. NESDEC would assist the School Committee in the final selection process, as requested, including the development of an "Agreement in Principle" with each of the finalists to discuss the terms and conditions of an offer before the selection.

## **I. ADMINISTER ALL SEARCH DETAILS**

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

NESDEC would send letters to all the unsuccessful candidates and other groups in our network announcing the School Committee's choice.

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

NESDEC's intent is to keep the School Committee informed about what is occurring at each stage of the search process. The consultant(s) would confer with the School Committee/Screening Committee as needed throughout the search. The consultant(s) would communicate regularly by telephone, text, email and/or video-conference, and would provide progress reports to the Chairperson and/or the designated liaison.

**K. FOLLOW-UP**

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

**L. SEARCH DESIGN FLEXIBILITY**

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

**M. LANGUAGE TRANSLATION SERVICES**

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

However, if language translation services are required, NESDEC would coordinate with the local district-assigned translator to ensure the inclusion of members of the community in need of this service.

**N. WARRANTY**

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

If a candidate chosen as the result of a NESDEC executive search should leave the position either voluntarily or involuntarily for any reason other than retirement or a transfer/appointment in the school system or transfer/appointment to a position in the municipality within a two-year period of the initial appointment date, NESDEC would provide free of charge consulting and support services comparable to those of the initial search, on a one-time basis, exclusive of



advertising and related expenses, to conduct a new search for the same position. (Fixed search-related expenses are noted in the Cost Proposal.)

**O. NESDEC AFFILIATION**

**Weymouth Public Schools is a NESDEC affiliate and, therefore, entitled to a 20% discount on our consulting fee.**

## **NESDEC EXECUTIVE SEARCH ASSOCIATES**

### **Carolyn J. Burke, Ed.D. Senior Staff Associate, Planning and Executive Search**

Dr. Carolyn Burke has been a public school educator for over thirty-five years. She received a Bachelor of Science degree in elementary education from Boston State College, a Master's degree in special education and a Master's degree in administration from the University of Massachusetts, Boston. She earned a Doctorate from Boston University in Policy, Planning and Administration. Dr. Burke worked as a school principal for over 18 years and as an assistant principal, head teacher and teacher of all grades 1-6, including special education inclusion and grade six math/science. She served as the Associate Program Director for the Rural Small Schools Network at NESDEC, adjunct faculty at Salem (MA) State College, Graduate School of Education, and most recently, as a senior instructor in the Department of Educational Leadership at Cambridge College, Cambridge, MA. Dr. Burke has conducted numerous NESDEC executive searches in New England.

### **Arthur L. Bettencourt, Ed.D. Executive Director**

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

**CAROLYN J. BURKE, Ed.D.**  
**48 Marathon Street**  
**Arlington, MA 02474**

**EDUCATION:**

**Doctorate**

Boston University, Boston, MA  
Policy, Planning and Administration

**Master of Science**

University of Massachusetts, Boston, MA  
Education/Administration

**Master of Science**

University of Massachusetts, Boston, MA  
Special Education

**Bachelor of Science**

Boston State College, Boston, MA  
Elementary Education

**PROFESSIONAL  
EXPERIENCE:**

**Staff Associate**

New England School Development Council (NESDEC)  
Marlborough, MA

**Senior Instructor: Department of Educational Leadership**

Cambridge College, Cambridge, MA

**Principal**

Hemenway School  
Framingham, MA

**Associate Program Director, Small Schools Network**

New England School Development Council  
Marlborough, MA

**Adjunct Faculty, Graduate School of Education**

Salem State College  
Salem, MA

**Administrative Intern**

**Assistant Principal/Head Teacher, South School  
Teacher (all grades 1-6)**

Stoneham Public Schools  
Stoneham, MA

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

**EDUCATION:**

**Doctorate**

Boston University, Boston, MA  
Educational Leadership/Systems Development & Adaptation

**Master of Education**

Tufts University, Medford, MA

**Bachelor of Arts**

Salem State College, Salem, MA  
Biology

**PROFESSIONAL  
EXPERIENCE:**

**Executive Director**

New England School Development Council

**Lecturer**

Simmons College, Boston, MA

**Executive Search Consultant**

New England School Development Council

**Superintendent of Schools**

Medway Public Schools, Medway, MA

**Superintendent of Schools**

Supervisory Union No. 47  
Bolton and Stow, MA

**Principal, Assistant Principal**

Dover Public Schools  
Dover, NH

**Science Department Curriculum Associate (Chair)**

Weeks Junior High School  
Newton Public Schools  
Newton, MA

**Science Teacher**

Weeks Junior High School  
Newton Public Schools  
Newton, MA

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

**ACTON-BOXBOROUGH RSD, MA – SUPERINTENDENT**

16 Charter Road 978-264-4700  
Acton, MA 01720  
Diane Baum, School Committee and Chair of Screening Committee

**BILLERICA, MA – SUPERINTENDENT**

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

**BROOKLYN, CT – SUPERINTENDENT**

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

**BOURNE, MA – SUPERINTENDENT**

36 Sandwich Road 508-759-0660  
Bourne, MA 02532  
Chris Hyldburg, Chair, School Committee

**CANTON, MA – SUPERINTENDENT**

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

**DEDHAM, MA – SUPERINTENDENT**

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

**DOVER-SHERBORN, MA – SUPERINTENDENT**

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

**EASTON, MA – SUPERINTENDENT**

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

**ELLINGTON, CT – SUPERINTENDENT**

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

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

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

**HINGHAM, MA – SUPERINTENDENT**

220 Central Street 781-741-1500  
Hingham, MA 02043  
Michelle Ayer, Chair, School Committee

**HOPKINTON, MA – SUPERINTENDENT**

89 Hayden Rowe Street 508-417-9360  
Hopkinton, MA 01748  
Jean Bertschmann, Chair, School Committee

**IPSWICH, MA – SUPERINTENDENT**

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

**KILLINGLY, CT – SUPERINTENDENT**

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

**MARBLEHEAD, MA – SUPERINTENDENT**

9 Widger Road 781-639-3140  
Marblehead, MA 01945  
Sarah Gold, Chair, School Committee  
Sarah Fox, School Committee  
Jennifer Schaeffner, School Committee

**MAYNARD, MA – SUPERINTENDENT**

3-R Tiger Drive 978-897-2222  
Maynard, MA 01754  
Mary Brannelly, School Committee  
Lydia Clancy, School Committee

**MASCONOMET RSD, MA – SUPERINTENDENT**

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

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

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

**NEWBURYPORT, MA – SUPERINTENDENT**

70 Low Street 978-465-4456  
Newburyport, MA 01950  
Mayor Donna Holaday, Chair, School Committee  
Cheryl Sweeney, School Committee

**NEWINGTON, CT – SUPERINTENDENT**

131 Cedar Street 860-667-2000  
Newington, CT 06111  
Joshua C. Shulman, Board Chairperson

**NORTH MIDDLESEX RSD, MA – SUPERINTENDENT**

45 Main Street 978-597-8713  
Pepperell, MA 01463  
Randee Rusch, Chair, School Committee

**NORTH SMITHFIELD, RI – SUPERINTENDENT**

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

**NORWELL, MA – SUPERINTENDENT**

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

**NORWICH, CT – SUPERINTENDENT**

90 Town Street 860-823-6284  
Norwich, CT 06360  
Dr. Yvette Jacaruso, Chair, Board of Education

**PRESTON, CT – SUPERINTENDENT**

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

**PUTNAM, CT – SUPERINTENDENT**

152 Woodstock Avenue 860-963-6900  
Putnam CT 06260  
Michael Morrill, Chair, Board of Education

**SAUGUS, MA – SUPERINTENDENT**

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

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

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

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

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

**SCARBOROUGH, ME – SUPERINTENDENT**

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

**SHARON, MA – SUPERINTENDENT**

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

**SMITHFIELD, RI – SUPERINTENDENT**

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

**SUFFIELD, CT – SUPERINTENDENT**

350 Mountain Road 860-668-3800  
Suffield, CT 06078  
Susan Mercik Davis, Chair, Board of Education

**SUTTON, MA – SUPERINTENDENT**

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

**WESTERLY, RI – SUPERINTENDENT**

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

**WILMINGTON, MA – SUPERINTENDENT**

161 Church Street 978-694-6000  
Wilmington, MA 01887  
Jennifer Bryson, School Committee





*New England School Development Council*

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

**PROPOSAL TO  
WEYMOUTH PUBLIC SCHOOLS  
FOR  
SUPERINTENDENT SEARCH SERVICES**

**COST PROPOSAL**

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

*Member:*



## **FEES AND EXPENSES**

### **1. Professional Consulting Fee**

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

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

### **2. Search Related Expenses**

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

*Fixed Expenses: \$2,960*

## **TOTAL COST OF SEARCH**

Fixed Consulting Fee	\$11,600
Fixed Expenses	\$2,960
<b>TOTAL</b>	<b>\$14,560</b>

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

**This price quote will remain in effect through February 15, 2021.**

## **INVOICING SCHEDULE**

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

Search related expenses of \$2,960 described above would be billed in four monthly installments of \$740.

## **ADDITIONAL FEE-BASED OPTIONS**

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

### **1. Search Brochure**

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

*Additional cost: \$1,450*

### **2. Fee-Based Hardcopy Advertising**

NESDEC would place a hardcopy advertisement in *Education Week*, which would run for one week.

*Additional cost: approximately \$1,750; billed at cost*

### **3. Additional Focus Groups**

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

*Additional cost: \$285 per group (conducted via video-conference)*

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

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

*Additional cost: \$1,250*

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

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

*Additional cost: Quote furnished upon request*