

July 15, 2009

Ms. Noreen Brunini, President
Board of Education
Millburn Township Public Schools
434 Millburn
Millburn, NJ 07041

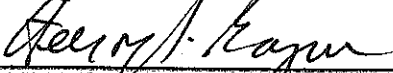
Dear Mr. Levy and Members of the Board of Education:

This letter summarizes our understanding concerning consultant services and the time-lines for the Millburn superintendent search.

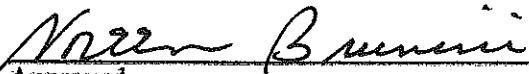
1. The general services to be provided by Hazard, Young, Attea & Associates, Ltd. (HYA) are as outlined in the Proposal and Description of Services provided to the Millburn Board, dated July 7, 2009, and incorporated in this Agreement by reference herein.
2. Based on the data from interviews with District and community representatives and other material made available to the consultants, HYA will provide the Board with a *Leadership Profile Report*, and will draft proposed criteria based on the *Report*.
3. At the Board's request, HYA will make recommendations concerning the salary and fringe benefits to be offered to the candidates.
4. HYA will post the vacancy nationally and regionally, including Education Week (cost varies based on size of ad), the AASA Leadership News (\$295.00 per ad), and state association bulletins (no cost). The amount to be spent on advertising will be determined by the Board.
5. The search will open and close according to a schedule determined by the Board. Initial screening and consultant interviews will be conducted shortly after the search closes and the consultants will present a select slate of candidates on a date agreeable to the Board. The number of candidates to be slated will be determined by the Board with a recommendation from the Board.
6. The Board will conduct its interviews and site visit shortly thereafter. The consultants will not be present at the Board interviews but will assist the Board in its 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 Board about the search. The consultants will assist the Board until the Board determines it has found the appropriate candidate for the position.
8. At the close of the search and the appointment of the new superintendent, HYA will assist the Board in communicating with all unsuccessful candidates. HYA also will advise the Board in effecting a smooth transition of leadership, if necessary.
9. The superintendent appointed with HYA's assistance will not be presented to another board as a candidate if it would result in his/her leaving the district in less than five years unless the Board advises HYA that the superintendent may seek another position or the superintendent is no longer employed by the Board.

10. The consulting fee for this search will be \$17,400. The consultation fee is due in four equal installments: upon completion of the Planning Session, presentation of the *Leadership Profile Report*, presentation of slate of finalist candidates and the appointment of the new superintendent. HYA estimates the consultant expenses related to travel and correspondence including secretarial services, postage and telephone to be \$2,500. Expenses, generally, are billed approximately six weeks after the search is concluded.
11. The Board will reimburse the travel expenses of candidates invited for interview by the consultants or by the Board. The cost of advertisements, including but not limited to those in Education Week and AASA Leadership News, will be the Board's expense. If a brochure is desired, the cost of its preparation shall be borne by the Board.
12. The Board is provided the option of two additional workshops on page six of the proposal. If the Board should desire to participate in these workshops, they will be provided for a fee of \$5,000 plus consultant travel expenses. If the Board would prefer the option of having only one of the sessions, the initial workshop will be provided for a fee of \$2,000 or the Retreat-Workshop will be provided for a fee of \$3,000, a 25% reduction in the normal fee.
13. All information, notes, interview sheets, lists, and other documents developed by Hazard, Young Attea & Associates, Ltd. shall remain the property of Hazard, Young, Attea & Associates, Ltd. until such time as specific information is given to the Board.

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


HAZARD, YOUNG, ATTEA & ASSOC., Ltd.
By: Henry S. Bangser
Chief Executive Officer

Dated: 7, 26, 09


Approved:
Noreen Brunini, President
Board of Education
Millburn School District
Dated: 7, 15, 09