

# *Parsippany-Troy Hills Township Schools*

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*Robin C. Tedesco*  
*Business Administrator/Board Secretary*  
*rctedesco@pthsd.net*

*PO Box 52, 292 Parsippany Road*  
*Parsippany, NJ 07054*  
*(973) 263-7200 ext. 7209*

March 12, 2019

Mr. Thomas Foregger

Via email - [opra+request-4004-3e8ad7ab@requests.opramachine.com](mailto:opra+request-4004-3e8ad7ab@requests.opramachine.com)

In response to your OPRA request, we are enclosing a copy of our Letter of Agreement with Hazard, Young, Attea and Associates for the superintendent Search in June of 2013.

You have the right to challenge the District's decision to deny access to a requested record. You may appeal our decision by filing a complaint with the Government Records Council, telephone 1-866-850-0511, by mail at P.O. Box 819, Trenton, NJ 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or review the GRC website at [www.nj.gov/grc](http://www.nj.gov/grc). In the alternative, you may file a complaint in the Superior Court of New Jersey, Law Division, Morris County.

Sincerely,



Robin C. Tedesco  
Business Administrator/Board Secretary  
/Records Custodian

OPRA/HYA



## LETTER OF AGREEMENT

### **Purpose**

The purpose of this Letter of Agreement (the "Agreement") is to document the working arrangement between ECRA Group, Inc. and its Hazard, Young, Attea Executive Search Division ("HYA"), and Parsippany-Troy Hills Township Schools (the "District") and its Board of Education (the "Board"). HYA will provide to the District the services outlined in the *Proposal and Description of Services* previously provided to the Board and incorporated in this Agreement by reference herein.

### **HYA Responsibilities**

HYA shall provide the following services:

1. 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*.
2. At the Board's request, HYA will make recommendations concerning the salary and fringe benefits to be offered to the candidates.
3. HYA will post the vacancy nationally and regionally, including Education Week (cost varies based on size of ad), the AASA Leadership News, and state association bulletins. The amount to be spent on advertising will be determined by the Board.
4. 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 HYA.
5. 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.
6. 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.

## District/Board Responsibilities

The Board will conduct its interviews and site visit shortly after a slate is presented. 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.

## Guarantees

The superintendent appointed with HYA's assistance will not be presented to another Board as a candidate if it would result in the Superintendent leaving the District within five (5) years of employment unless the Board provides written authorization to HYA that they may do so.

If the superintendent leaves the position within the first year of employment and the majority of the current Board is still in place in the District, HYA will conduct a new search for no additional fees other than expenses.

## Fees and Payment Schedule

In consideration for Services, the District will pay to ECRA Group, Inc.:

- \$18,500 for the consulting fee for the search. This fee is due in three installments:
  - 50% due at contract signing
  - 25% due when *Leadership Profile Report* is presented
  - 25% due when slate is presented
- Reimbursements for advertisements will be billed when *Leadership Profile Report* is presented.
- Reimbursement for travel expenses of candidates invited for interview by the consultants or by the Board, will be billed after the slate is presented and/or at conclusion of the search.
- Reimbursement for consultant expenses related to travel to meet with the Board and/or conduct interviews will be billed after the presentation of the Leadership Profile Report, after the slate is presented, and at conclusion of the search.
- Reimbursement of 3% of the consultant fee for copying, shipping, postage and telephone expenses will be billed at conclusion of the search.
- Should the Board choose to end the search before a superintendent is selected, the Board is responsible for the search fee and all expenses incurred prior to their decision - advertisements, candidate travel expenses, and consultant travel expenses.

The Board has the option of additional workshops and services described in the proposal. If and when selected, the workshop(s) costs will be added as addendum to this agreement.

If the Board wishes to secure additional services beyond those described in the proposal or to design customized workshops and services, these services can be discussed and defined with the consultants and added to the contract as an addendum.

**Business Relationship**

The District and HYA agree that HYA does not have the status of employee, shall not be entitled to any employee fringe benefits, and shall function as an independent contractor.

The District agrees that any and all Intellectual Property and technology designed, made or conceived by HYA (solely or jointly with others) arising from HYA's work for the District, is the sole property of HYA, without royalty or other consideration to the District.

All information, notes, interview sheets, lists, and other documents developed by HYA consultants shall remain the property of HYA until such time as specific information is given to the Board.

The District and the Board understands that it is unlawful for it to either disclose to any person outside of the District's employment or make any unauthorized use of HYA trade secrets or confidential information unless it can be shown that such information has become public knowledge through no act of the District.

**Term and Termination**

This Agreement shall become effective on the date the Agreement is signed by the District and will continue in effect until the search is completed and mutually terminated by both parties.

**ECRA Group, Inc.:**  
**HYA Executive Search Division**

*Laura A. Mattee*

Signature

*LOUIS A. GARTA*

Name

*CEO*

Title

*June 25, 2012*

Date

**Name of School District:**

*[Signature]*

Signature

*H. [Signature]*

Name

*Intervenor School Bus Admin.*

Title

*6/25/2012*

Date