

Phase 1: Research

The first step is to identify attributes the new leader must possess in order to be successful in that district. In addition to the Board's expectations, a leader must fulfill the expectations of colleagues, parents, students and the community. CES has created and used a protocol for research to develop a profile of attributes for a new superintendent. The method of research varies based on the Board's needs. We have conducted short-answer survey responses, electronic surveys and exhaustive focus group research, all in order to create a comprehensive list of characteristics most important to the district's stakeholders. This profile is then publicized during the recruitment phase to attract candidates.

Phase 2: Recruitment

This phase is customized to meet the unique needs of the school district. CES is part of a network of administrators, educators, policymakers, business people, and community members. Our reputation for educational support and resources will lead to a stronger, more diversified candidate pool. We reach potential candidates via an unparalleled database of more than 31,000 current administrator emails across the U.S., plus online posts and print ads with a variety of education-related associations. When an appropriate applicant pool has been formed, the CES team will verify each candidate's capabilities and interest in the position.

Phase 3: Selection

The profile created in the research stage guides the CES team to screen applications and assists in structuring interview questions. Our team conducts reference checks and selects candidates for an initial interview. Through this interview process, a selection of the most qualified candidates for a Board interview will be made. From the Board interview process, the final candidate is selected. The Board of Education plays a central role during this process.

Phase 4: Transition

Once a leader has been appointed, the CES team will assist in the transition of leadership. CES will work with the new executive to develop an entry plan, and will meet with the Board within four months after hiring to assess the status of the transition.

"The professionalism, thoroughness and support we received from our consultants through the entire search process truly exceeded our board's expectations."

New Fairfield Board of Education

"The consultants were professionals and a pleasure to work with throughout the process. Their background and experience in superintendent searches helped our Board work through some difficult discussions and decisions."

Middletown Board of Education

"Selecting a new superintendent is one of the most important tasks a Board of Education will undertake. Executive Searches provided us with extensive support and services, allowing us to create a Leadership Profile to guide our work and garner a great pool of candidates. The consultants' experience and guidance helped us confidently navigate the process and their calm demeanor put us at ease during what can be a stressful experience."

Milford Board of Education

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Executive Searches

COOPERATIVE EDUCATIONAL SERVICES



An alternative approach for districts hiring Superintendents, Assistant Superintendents, Principals and Central Office staff.

The CES difference

Cooperative Educational Services (CES) is one of six regional educational service centers (RESCs) in Connecticut. It is our goal to provide districts with exceptional services and be on the cutting edge of reform. Our mission is to identify and provide quality educational opportunities for educators, students, families and communities. CES is a public school agency created by the Connecticut State Legislature in 1976 to provide cost-effective alternatives to meet school districts' needs.

We at CES know selecting a superintendent is one of the most important responsibilities a Board of Education undertakes. For this reason, we have developed a comprehensive approach to executive searches. It is imperative that a Board select a qualified candidate who will lead the district and work well with the board, the district staff, and the community. Likewise, we know that selecting the right person to lead a district or school makes a tremendous difference for a school system.

Our superintendent, administrator and central office staff searches are distinguished by our approach, our resources and our commitment to service from beginning through transition with a new administrator.

Confidentiality is a key to success

We hold the utmost respect for the privacy of potential candidates and ensure the searches are confidential and ethical. We believe that prospective quality candidates are most likely to apply for a position when they believe their candidacy will remain confidential. We believe that Boards are best served when candidates apply because they match the search profile, have an interest in the position, and are protected by our confidential selection process.

The CES team will put forth professional candidates who are fit to hold the position being filled. Our role is to facilitate the search in an objective manner and find candidates who are the best match for the community. We maintain and respect that the final selection will always be made by the Board of Education.

A team of professionals

Our Executive Searches team guides your district through a comprehensive process to find the best candidate. Strict confidentiality during the application process, a comprehensive publicity plan to attract a strong pool of candidates, and a complete evaluation and transition training will ensure a successful placement. When you choose CES to facilitate executive searches, you hire experienced professionals with the full resources of CES.

Dr. Charles Dumais, Executive Director

Dr. Charles Dumais joined CES in 2018. Prior to that, he served as the Superintendent of Amity Regional School District. Dumais, who has



has Bachelor's and Master's degrees in Physics, has chaired a science department, served as an assistant principal in Westport, and was Newtown High School's principal. He co-chairs the Technology Committee of the Connecticut Association of Public School Superintendents, serves as a superintendent consultant to the Connecticut Association of Schools Boards of

Directors, and is an active member of several regional and national organizations, including the Connecticut Commission for Educational Technology. He oversees the CES team and the induction/entry plan for all newly hired administrators. He also ensures complete client satisfaction through feedback and evaluation.

David B. Erwin, Consultant

David B. Erwin has been working with CES since 2020 and has been superintendent of schools in several Connecticut districts over a



25-year span. He has a Bachelor's in Elementary Education and a Master's in Special Education. He has also served as an assistant superintendent, a middle school assistant principal and principal, and classroom teacher. He remains actively involved in state and national education organizations, serves as coordinator of the RESC Alliance, and has been an adjunct professor at Sacred Heart University

teaching in the Administrative Preparation Program and Superintendent Preparation Program. He is also a trained administrator coach who works with newly hired superintendents.

Executive Searches support team

Christopher La Belle, Associate Executive Director

Christopher La Belle joined CES in 2005. He has nearly 25 years of educational experience, including nine years as an urban elementary school principal in Connecticut. La Belle was the 2009 Magnet Schools of America Northeast Regional Principal of the Year. He is a veteran of the U.S. Army where he served as a military police officer. He holds a degree in Journalism and has worked professionally in public and community relations for one of Connecticut's largest hospitals. La Belle has an active role in building-level administrative searches and participating in community focus groups for superintendent searches.

Scott Griffin, Public Relations Specialist

Scott Griffin joined CES in 2017 to head public relations and marketing efforts. His long career as a newspaper editor included 15 years as Page One Editor of the Republican-American in Waterbury, Conn. He has been a freelance writer and adjunct professor and earned a Master's degree in Journalism. He assists districts during searches by conducting public relations efforts.

Barbara Pace, Executive Assistant

Barbara Pace has been the Executive Assistant to the Executive Director at CES since 2000. Pace began her career at CES in 1991 as the administrative assistant in Professional Development Services and later as Manager of Transportation. At CES, she provides full administrative support during the search process, from initial communication with the district board of education until a final candidate is selected and formally hired.