

SAMPLE LETTER FOR WEBSITE



Rock Island-Milan School District 41

September 6, 2023

Dear District Staff and Community Members:

The Rock Island-Milan School District 41 Board of Education has begun the search process for a new superintendent. We have selected **SCHOOL EXEC CONNECT**, an educational search firm, to assist us in this process.

We are interested in receiving your input about the new superintendent. We would appreciate it if you would take about five minutes to fill out an online survey that will be available from September 11-17, 2023. *Please check the District website on September 11, 2023 for the survey link.*

In addition to the survey, if you would like to provide input on the district's strengths, the district's challenges, and the characteristics the next superintendent should possess, the **SCHOOL EXEC CONNECT** consultants invite you to attend one of the open forums listed below.

*** Rock Island-Milan School District 41 Staff Members and Teachers Only**

RIMSD#41 Administration Center (2000 7th Ave, Rock Island), Sept. 13, 4:45 p.m.

***Rock Island-Milan School District 41 Parents & Community Members**

RIMSD#41 Administration Center (2000 7th Ave, Rock Island), Sept. 13, 6:00 p.m.

Findings from the survey, the open forums, and several focus group conversations will be used to develop a *New Superintendent Profile* that will be reported to the Board on September 26, 2023.

As we move forward, our most important consideration is securing the strongest candidate pool and ultimately the best person to lead our great District. To that end, the Board of Education has decided to conduct a confidential search and only the final candidate's name will be announced publicly.

The Board of Education looks forward to your support and assistance with this very important undertaking. Please feel free to contact the lead consultant assisting us if you have any questions or comments regarding the search: Dr. Kevin O'Mara kevin.omara@schoolexeconnect.com

We look forward to your input as we search for a new superintendent to lead Rock Island-Milan School District 41.

Sincerely,

Mr. Terell Williams,
President, Board of Education