

Union City Community Schools

“Striving For Excellence in Everything We Do”

Union City, Michigan 49094 / Superintendent’s Office (517) 741-3300 – Fax (517) 741-5205

Board of Education Agenda

Special Meeting	High School Media Center
Friday, May 7, 2021	6:30 PM

I. Call To Order

- a. Pledge of Allegiance
- b. Opening Statement

Welcome to the Union City Community Schools Board meeting. Our meeting agenda is available for you to follow. The expectation for our board meeting is to follow this agenda closely. We operate under the Open Meetings Act and utilize Roberts Rule of Order to govern our discussion and decision making process.

There is an opportunity for public comment during our set agenda. We welcome the public to express their opinions during this time of our agenda.

If there are questions about the agenda or the board meeting process, please seek out one of the Board members for clarification.

II. Addition or Deletion of Items to the Agenda

III. Action Items

- a. **Retirement**
Board action is required to accept the retirement of Superintendent, Ronna Steel, effective June 30, 2021.
- b. **Hiring of Firm to Conduct Superintendent Search**
Board action is required to approve the hiring of Dave Killips, Michigan Leadership Institute, to conduct the search for a new superintendent.
- c. **Sex Education Advisory Board Chair and Co-Chair**
Board action is required to approve Amber Case and Nicole DeGraff as Co-Chairs of the Sex Education Advisory Board.

IV. Comments From the Audience

- a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about the Union City Community School District. We ask you to limit your comments to no longer than 5

minutes per person to allow others the opportunity to speak.

This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

V. **Adjournment**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item four (IV). Upon request to the Superintendent, the District shall make reasonable accommodations for a disabled person to be able to participate in this meeting.

5/5/2021

Dear Union City Community Schools Board of Education,

Please accept this as my formal indication that I plan to retire at the end of the 2020-2021 school year. My time here has been a blessing. You are an amazing board and we have an incredible Administrative team to help you continue the forward momentum. We serve the children of Union City and we are fortunate to do so. This is an amazing community and a dedicated staff and I know great things will continue to happen.

I am so glad that I am ending my career in Education at Union City Community Schools. It is where my administrative career began and I will be forever grateful for the friends and family I have gained here.

My husband has taken a new job near where we have a home in Georgia and my retirement will allow me to spend time helping my father transition to living with us. I am sad to be leaving Union City but know that the staff here will make sure great things continue to happen!

Ronna L Steel

May 5, 2021

Jenn Searls, President
Board of Education
Union City Community Schools
430 St. Joseph St.
Union City, MI 49094

Dear Ms. Searls:

Thank you for providing the opportunity for Michigan Leadership Institute to submit a proposal for assisting your board in its search for a new Superintendent. We believe we have the experience and expertise that will result in the selection of an outstanding and inspirational leader for Union City Community Schools – one who can continue to build upon the great work already in place.

Our Experience

Michigan Leadership Institute has established a strong reputation for the quality of its search services. Since 1999, we have conducted superintendent searches for K-12 school districts and ISD/ESD's across the state of Michigan. To date, we have successfully completed nearly 450 superintendent searches.

Our Expertise

In addition, MLI conducts ongoing research on the art and science of public leadership and delivers leadership and governance academies. This expertise will help ensure that your next leader embodies the leadership qualities and characteristics important to your district. By virtue of the many searches we have conducted and a concerted effort to understand and implement searches in compliance with applicable regulations, Michigan Leadership Institute knows the requirements of FOIA and the Michigan Open Meetings Act and can help your district avoid pitfalls with respect to these requirements.

Our Network

Michigan Leadership Institute goes well beyond simply posting your position to attract candidates. Our entire MLI Team collaborates on every search to identify and recruit candidates who meet the district's profile. Our collective experience of nearly 100 years of successful service as superintendents has given us the opportunity to build relationships and contacts across the state that support candidate recruitment.



(810) 591-3251



mli@genseseisd.org



2413 West Maple Avenue, Flint, MI 48507

www.mileader.com

Our Guarantee

We will guarantee a successful search with our search process. This means, first, that the search will continue until you have an acceptable candidate. It also means that if MLI endorses the candidacy of the selected candidate and he/she chooses to leave the district within one year of appointment for reasons other than personal health or that of an immediate family member, we will conduct another search on an expenses only basis. Our commitment is to provide your district with an outstanding new leader and a flawless search process.

Our Support

MLI will conduct an orientation workshop with your board and new superintendent to help establish shared expectations and understandings. We find that this early step can contribute greatly to an effective and long-lasting working relationship. In addition, MLI will be a mentor resource for your new superintendent for his/her first year in the superintendent position in your district.

This packet includes the following information relating to this proposed search and our organization:

- Process and timeline
- Professional fee
- Biographical summaries of MLI's search professionals
- References.

As a matter of standard business practice, our proposal is offered with the expectation that it will be held in confidence until all proposals are presented publicly.

Note that this process can be customized to meet your district's needs. Please contact Michigan Leadership Regional President David Killips at 734-320-6572 or email dkkillips@gmail.com should you have any questions or require further information. You may also contact our office directly at 810-591-3251 or mli@geneseeis.org.

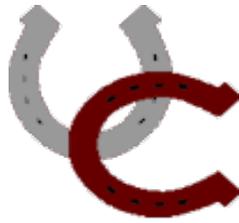
Sincerely,



Steven W. Tunncliff, Ph.D.
Executive Director, Michigan Leadership Institute
Associate Superintendent, Genesee Intermediate School District

**UNION CITY COMMUNITY SCHOOLS
SUPERINTENDENT SEARCH TIMELINE - DRAFT
May 5, 2021**

May 10, 2021	Initial Posting of Superintendent Vacancy to Various Sites
May 13, 2021	Input Due on Three Questions from Board of Education
May 12 - 16, 2021	Input Gathered via Website from Public <i>1. What are the unique skills, qualifications and characteristics desired of the new superintendent?</i> <i>2. What are the challenges facing the Union City Community Schools in the next three (3) to five (5) years?</i> <i>3. What are the Points of Pride for the Union City Community Schools?</i>
May 13, 2021	Meetings with Administration and Staff
June 4, 2021	Posting Closes at 4:00 pm
June 10, 2021	Presentation of Candidates to Board <i>-Selection of approximately 4 candidates to be interviewed</i> <i>-Preparation for Interviews</i> <i>-Finalize Questions for First Round</i>
June 14 & 15, 2021	First Round Interviews <i>-Selection of 2 finalists to be interviewed</i>
June 23, 2021	Final Interviews <i>-Visitation time and process to be determined</i> <i>-Selection of Candidate</i> <i>-Contract Negotiations</i>
June 21 – regular Board Meeting	
TBD	Special Board Meeting to hire new Superintendent



UNION CITY COMMUNITY SCHOOLS

“Striving For Excellence In Everything We Do”

SUPERINTENDENT OF SCHOOLS JOB POSTING

The Board of Education of the Union City Community Schools is conducting a search for its next superintendent. It is expected that the superintendent will be in place on July 1, 2021.

About the District

Union City is located in southwest lower Michigan in the counties of Branch and Calhoun. It is a small town with a population of 1,665 but also includes the townships of Athens, Batavia, Burlington, Fredonia, Girard, Matteson, Newton, Sherwood, Tekonsha and Union. Union City was first settled in 1833 and its name is from the union of the St. Joseph and Coldwater Rivers.

The district is approximately 100.48 square miles with three (3) buildings: Union City Elementary (Pre-K - 4), Union City Middle School (5 - 8), and Union City High School (9 - 12). There are 1,030 students that attend Union City Community Schools.

The district is bordered by Athens Community Schools and Harper Creek Community Schools to the north, Tekonsha Community Schools to the east and Bronson Community Schools and Coldwater Community Schools to the south.

Points of Pride

Union City Community Schools is a leader in technology. A one-to-one program has been in place for 12 years. The district facilities have been continuously updated over the last twenty years, due to community support through sinking funds. One-quarter of all high school students are dual enrolled in college classes. Standards-Based Grading is in place at the Elementary School, with effective Positive Behavior Intervention Supports (PBIS) systems in all buildings. Staff at each building is trained in Medical Emergency Response Training (MERT).

District Demographics

Enrollment: 950
Instructional Staff: 58
Office Staff: 6
Support Staff: 43

Administrators: 10
Foundation Grant: \$8,111
Non-Homestead Levy: 17.7822 mills
State Equalized Value: \$168,475,255
Budgeted Expenditures: \$11,297,733
Projected Fund Balance: \$1,346,774 (Approximately 12%)

Selection Criteria

- Michigan Administrative Certificate, or equivalent
- Minimum of a Master's Degree in Educational Leadership/Curriculum, or equivalent
- Minimum of three years successful experience building principal or central office experience
- The Union City School Board has determined that the following criteria are those which are the most highly sought in a new superintendent:
 - ✓ Exemplifies the highest level of personal and professional ethics, personal integrity and trust
 - ✓ Is a visionary leader and innovator with the ability to engage all stakeholders in pursuit of a clearly defined set of goals for the district
 - ✓ Is an actively engaged and visible leader in the schools and the community
 - ✓ Possesses strong team-building skills - capable of engaging the entire school community in a positive and proactive manner
 - ✓ Has effective communication skills (speaking, writing and listening) with excellent interpersonal, public relations and marketing skills
 - ✓ Treats all people with respect and dignity – understands the dynamics of a socio-economically diverse community
 - ✓ Demonstrates a decision making model that revolves around what is best for all students
 - ✓ Experience in bond and/or sinking fund campaigns; and utilization of such funding
 - ✓ Is dedicated to educational excellence, continuous improvement and the success of all students
 - ✓ Is a data-driven, research-based decision maker
 - ✓ Has successful teaching and administrative experience reflecting a record of success in multiple positions of increasing responsibility
 - ✓ Has demonstrated knowledge of and experience with best practices in the areas of: curriculum, instruction, and assessment
 - ✓ Has knowledge of and/or experience in public school finance and fiscal management
 - ✓ Has demonstrated success in human resource management including collective bargaining, contract administration and employment practices
 - ✓ Has established a track record of direct involvement with, and knowledge of, the politics of public education at the local, state and federal levels
 - ✓ Exemplifies proven leadership ability with skills in:
 - Creative problem solving
 - Intelligent risk taking
 - Collaboration and collaborative decision making
 - Systems thinking and visioning
 - ✓ Shows a good understanding of facilities and operations management as well as a commitment to proper care and maintenance programs.

Salary and Contract Information

- The Board will offer a regionally competitive comprehensive, multi-year contract with a salary commensurate with experience.

Application Procedure

- Interested candidates should complete and submit the Michigan Leadership Institute on-line application found at www.mileader.com or <http://www.applitrack.com/mileader/onlineapp>
- Completed on-line applications must be submitted no later than 4:00 PM on Friday, June 4, 2021.
- No “hard copy”, fax or emailed copies accepted. All materials will be treated confidentially through the screening process only upon the written request of the candidate.
- All questions regarding the search should be submitted to David Killips, Regional President, Michigan Leadership Institute, 734-320-6572, dkkillips@gmail.com.

Applicants are advised not to make direct contact with any member of the Board of Education.

Search Timeline

- Application deadline – 4:00 PM, Friday, June 4, 2021
- Selection of candidates for first interviews – June 10, 2021
- 1st Round Interviews – June 14 & 15, 2021
- Second Round Interviews – June 23, 2021
- Site or in-district visit - To be determined
- Tentative Starting Date – July 1, 2021

The Board may make exceptions to this profile, process and/or timeline to ensure selection of the best possible candidate. The services of Michigan Leadership Institute have been secured to assist the Board in the search process and in the screening of candidates. The Board of Education will make all decisions with respect to process, evaluation of candidates, and appointment of the successful candidate.

Board of Education

Jenn Searls, President
Darin LaBar, Vice-President
David Mathis, Treasurer
Kyle Miller, Secretary

Paula DeJongh, Trustee
Amber Herman, Trustee
Archie Mears, Trustee

The superintendent search will be conducted with due regard to the Michigan Open Meetings Act (Public Act 267 of 1976) requirement of open meetings for all public body deliberations, decisions and interviews.



Superintendent Search Proposal

UNION CITY COMMUNITY SCHOOLS

DAVE KILLIPS, MLI REGIONAL PRESIDENT



Firm Profile

Michigan Leadership Institute is a Michigan-based business, which focuses on meeting the needs of Michigan school districts. Our mission is to make Michigan’s communities better places to learn and live by developing, deploying and supporting outstanding and inspirational local public leadership. The Michigan Leadership Institute is proud to have a well-founded reputation as the foremost provider of high quality, research-based leadership services in Michigan.

MLI was founded in 1998 by Dr. Timothy Quinn who served as President of the organization until 2008 when Dr. Michael Wilmot became President/CEO. In 2018, Genesee Intermediate School District assumed ownership and operations of Michigan Leadership Institute, under the direction of Dr. Steven Tunnichiff, Executive Director.

Since 1999, we have conducted nearly 450 successful superintendent/organizational leader searches across the state of Michigan on behalf of K-12 school districts, RESA’s, ISDs and ESDs, Middle Cities Association, the Michigan Department of Education, colleges and other non-profit organizations.

MLI has an extensive network of contacts for recruiting top quality candidates for its searches. Superintendents who have been appointed through the MLI search process have demonstrated outstanding leadership and longevity. We attribute this success to our intentional efforts to present candidates that best match the goals, vision, and values of the school districts/organizations.

We believe that the children and communities of Michigan are best served by ethical, competent and sustained leadership in our public schools. Consistent with our mission, we acknowledge that strong leadership for any school system is dependent upon the effective and ongoing development of educational leaders—thus we are in our 20th year of providing leadership to aspiring superintendents through our MLI SUPES Academy.

In addition, we recognize that each school district is unique and that matching the needs of the district with the skills and attributes of their next superintendent requires an understanding of the district and community—thus we employ Regional Presidents that are keenly aware of their respective regions and dedicate the time necessary to listen and identify the unique needs of their districts in order to find the best “fit” for their next superintendent.

Lastly, as former superintendents, our entire MLI Team understands the challenges of the superintendency and the need for ongoing collegiality and support—thus we commit to supporting your newly hired superintendent over the course of their first year, beginning with a governance workshop with the Board of Education and its new leader.

Our philosophy as an organization is one of service to children and communities by providing comprehensive and ongoing services to schools across Michigan—to develop, deploy and support outstanding leaders.

We are guided by the following principles:

- **The Calling** - The calling to leadership is an internal calling and a prerequisite for outstanding leadership.
- **Mastery** - Continuous pursuit of mastery in physical, social/emotional, and intellectual self, expands a leaders' strength and effectiveness.
- **Service** - Outstanding leaders define themselves and grow by viewing leadership as service to others.
- **Trust/Integrity** – Honest and open communication is integral to building and maintaining a trusting relationship.
- **Competence** – High quality performance and competence depend on clear articulation of desired outcomes and processes for continuous improvement.

By virtue of the many searches conducted and a concerted effort to understand and implement searches in compliance with all applicable laws and regulations, Michigan Leadership Institute can help avoid pitfalls and/or errors with respect to these requirements.

Michigan Leadership Institute offers a wide range of professional services that support school district leadership teams including: Executive Searches, Board Governance, Strategic Planning, Facilitated Evaluations, Negotiations Support, Facilities Utilization Projects, Superintendent Mentoring, Aspiring Superintendent Preparation (MLI SUPES Academy), and specific Program Reviews. Approximately 1/4 of the current Superintendents in Michigan are graduates of the MLI SUPES Academy.



Why Select Michigan Leadership Institute as Your Professional Search Partner

- We have a proven record of accomplishment for successful search process management and placements who are successful in their new positions.
- We thoroughly check applicants' backgrounds prior to presenting to you, so you will have no "surprises" during the final stages of your search process.
- We provide a board/superintendent orientation workshop after the new leader is on the job to help get the relationship off to the right start.
- We provide on-going support to your new leader during their first year on the job.
- We are highly sensitive to confidentiality issues and very experienced with meeting the requirements of the Michigan Open Meetings Act and FOIA.
- We have the extensive leadership networks to ensure a strong candidate pool.
- We provide the highest quality professional services at a good value.
- The cost of an unsuccessful or ineffective search will far exceed the price of a Michigan Leadership Institute search both in dollars and in impact on students and community.

Search Process

Michigan Leadership shall fulfill the Scope of Services as required by the Board of Education as indicated by our Search Process:

The Planning and Preparation Stage

- Discuss and agree upon search activities, budget and services to be performed.
- Establish search calendar customized to your district's needs.
- Consult with the Board regarding compensation, benefits and other contractual provisions for the position.
- Consult with the Board, and with others as determined by the Board, to gather input regarding the organization's leadership needs. This step may include forums with staff and community members.
- Develop an organizational and community profile to identify the unique attributes of the community and the district.
- Prepare and agree upon the position profile and specifications.

The Implementation Stage

- Place advertisements in state (as part of proposed fee) and national professional publications (for an agreed upon additional fee) and online educational job posting sites, as approved.
- Develop an online search brochure; announce position to educational professionals and recruiting contacts.
- Make personal contacts and calls to recruit top-quality candidates.
- Communicate with potential candidates.
- Screen applicants and help to identify potential candidates that best meet the profile created by the Board of Education.
- Conduct reference checks.
- Contact candidates prior to presentation to the Board.
- Present all applicants to Board for consideration; Board will discuss and determine the candidates to be interviewed in open session.
- Conduct orientation workshop on appropriate and successful interviewing techniques and preparation for district visitation(s) if desired.
- Attend candidate interviews and facilitate board discussion, if desired.

The Final Stage

- Communicate with unsuccessful candidates.
- Mediate employment agreement; provide contract/salary information to district.
- Facilitate orientation workshop with the new leader and the Board.
- Be on call to provide professional support and mentoring to the new leader as requested during his or her first year on the job.

As part of the Search Process, MLI will assist with the development of an online search brochure and posting of the search brochure on Frontline (formerly Applitrack), the MLI website, and the MASA website. Jobs

posted on the MASA MISTAFF site will automatically post to the following association job sites: MAISA, Michigan ASCD, MASSP, MASB, MEMSPA, and MSPRA.

At the Board's request, MLI has the connections to advertise job postings on national sites such as The School Superintendents Association (AASA), the Association of Latino Administrators & Superintendents (ALAS), and the National Alliance of Black School Educators (NABSE), and Education Week.

The Michigan Leadership Institute is known throughout Michigan for its superintendent preparation program: MLI SUPES Academy. Currently in its 20th year, the SUPES Academy puts MLI in the unique position of developing and supporting aspiring superintendents. Over 750 aspiring leaders have completed this preparation program including 25% of the current superintendents in Michigan. Although intended as a program to develop the skills and attributes necessary for success in the role of superintendent, the SUPES Academy also serves as an opportunity for MLI to identify high-quality superintendent candidates. As such, the SUPES Academy is a "pool" of candidates that MLI accesses when reaching out to prospective applicants. Lastly, with Regional Presidents across Michigan, who maintain close ties to superintendents and other high-level leaders through our various services (strategic planning, leadership coaching, governance—to name a few), and our participation in MASA, Metro Bureau and other leadership organizations, we are able to develop and sustain a large network of current and aspiring leaders from which to draw upon when recruiting top candidates to a vacancy.

Our process for screening applicants includes a thorough review of all application materials, Google searches, networking and conversations with viable candidates prior to the Board selecting those it wishes to interview. Once the interview field is discussed and established in open session, and the confidentiality of applicants is no longer an issue, we contact the references provided by the interviewees in addition to colleagues the interviewees have worked with and for. We often have the inherent benefit of having screened applicants previously during other searches. In all searches, MLI Regional Presidents consult with one another and share knowledge and information on all applicants throughout the process.

Note: State-mandated background checks (fingerprinting), and requirements under PA 189 are the responsibilities of the employer and thus must be conducted by the district once a final candidate is selected.



Proposed Search Timeline

- Week 1: Meet with Board of Education to gather background, establish parameters of search, agree upon timeline and compensation parameters
- Week 2: Meet with Board and designated staff and community groups to develop organization/community profile and candidate profile; develop and approve position announcement and search brochure
- Weeks 3-8: Post position, place ads, printing and distribution, accept applications until 4:00 p.m. on agreed upon date
- Week 9: Applicant screening and reference checks
- Week 10: Presentation of applicants and determination by Board of candidates to interview
- Week 10-11: Initial interviews conducted
- Week 11: Board visitation to finalist work site or hosting of finalists to Union City Community Schools for a district tour/community meet and greet, as determined by the Board
- Week 12: Selection of finalist, negotiation of agreement, appointment of new leader

Note: This timeline can be customized to meet your district's needs.



Leading the Search

MLI searches are led by a regional president who facilitates the search and acts as the direct contact with the board, community, and candidates. All MLI searches are supported by the full team of MLI regional presidents who collaborate on the search effort to ensure that the best-qualified candidates are brought forward for consideration. MLI Regional Presidents are well equipped to both lead and support searches. MLI Regional Presidents have extensive experience in the Superintendent Search Process, enhanced by their own personal longevity and success in the role of Superintendent—a recognized strength of the Michigan Leadership Institute Team. Superintendent candidates often appreciate working with individuals who have served as a superintendent themselves and understand the challenges of the search process, the role of superintendent and the attributes of a high-functioning governance team.

[David Killips, MLI Regional President for Southwest Michigan](#) will be leading this search. David Killips' career in education has spanned 39 years. He has 15 years of service as a Superintendent in the Chelsea School District (10 years) and Reed City Area Public Schools (5 years). He has also served as interim Superintendent in Ludington Area School District and in the Chelsea School District. He has worked as an Educational Consultant/Superintendent Coach since 2013. His early career included roles as principal in two school districts, assistant principal/athletic director, and teacher.

Mr. Killips has held numerous leadership roles in the communities in which he has lived and worked. These include his membership on: Regional Board for St. Joseph Mercy Health System; the Chelsea Chamber of Commerce Board of Trustees, the Oceana County Economic Development Corporation Board of Directors, the Silver Maples Retirement Community Board of Trustees and the Work First Development Board. In addition, he has been a volunteer for the Chelsea Senior Center; an active member of Rotary; and active in support of the Osceola Community Foundation and the Easter Seals Campaign. He has been a Boy Scout Merit Badge Director and Eagle Scout Project Review Team member and a Little League coach in multiple sports.

He holds a Bachelor of Science Degree from Central Michigan University and a Master's Degree in Education Administration from Michigan State University. He also has done additional coursework through Michigan State University, The University of Michigan, Western Michigan University and Eastern Michigan University.



Michigan Leadership Institute Staff

The following are the MLI Regional Presidents who will support Mr. Killips and the search effort:

Regional President for Southeast Michigan-John Silveri. Retired Superintendent of Waterford Public Schools and Marysville Public Schools. 24 years in education and administrative experience.

Regional President for Central Michigan-Charles Andrews. Superintendent of Marysville Public Schools for 18 years. 18 years total Superintendent experience. Ed.Specialist degree from Oakland University. Joined MLI in 2014.

Regional President for Northern Michigan - Dr. John Scholten. Retired Superintendent of 23 years at Maple City-Glen Lake Community Schools (9 years) and the Public Schools of Petoskey (14 years).

Associate Regional President for Southwest Michigan - Pete Haines. Retired Superintendent of Ottawa Area Intermediate School District for 6 years and Superintendent of Greenville Public Schools for 8 years.

Associate Regional President for Southeast Michigan-Dr. William Weber. Served as teacher, assistant principal, athletic director, assistant superintendent, and superintendent during his 43-year career in education.

Consultant-Dr. Debbie McFalone. Former teacher, principal, and superintendent and facilitator of leadership training for superintendents, principals, and school boards.

Consultant-Teresa Weatherall Neal. Former superintendent of Grand Rapids Public Schools specializing in organizational growth, leadership development, and system-wide transformational change.

Executive Director, Steve Tunncliff, Ph.D. Dr. Tunncliff served as a teacher, coach, principal, assistant superintendent, and superintendent at the local district level for 19 years. Dr. Tunncliff was selected as the MASA Region 5 Superintendent of the Year in 2015 and in 2016 became the Associate Superintendent of the Genesee Intermediate School District. As Associate Superintendent, Dr. Tunncliff oversees areas that include legislative and public relations, communications, and philanthropic activities of the countywide school district and the nonprofit Genesee County Education Foundation. He also oversees the Greater Flint Educational Consortium, a collaboration between the 21 local school districts, the four higher education institutions in Genesee County, the Community Foundation of Greater Flint, and the Flint and Genesee Chamber of Commerce.

Steve has taught leadership courses in the Educational Specialist Program at the University of Michigan-Flint since 2013, allowing him to pursue his passion for cultivating future leaders. Dr. Tunncliff is a past-President of MASA Region 5 and sits on numerous advisory boards throughout Genesee County and beyond.

Dr. Tunncliff earned his bachelor's degree from the University of Michigan, Ann Arbor; a master's degree in administration from Central Michigan University; and both a specialist and doctoral degree from Oakland University in Educational Leadership.



Proposed Search Plan

The initial meeting with the Board of Education is critical to determine the preferred method of communication. Typically, the Board President is the primary point of contact, with the Administrative Assistant to the Superintendent and Board of Education assisting with logistics (i.e., meeting times and locations) and the dissemination of messages and information.

This is an integral part of every search we conduct. Our primary direction is from the Board of Education however, it is our practice to meet directly with various groups of stakeholders (staff members, high school students, parents and community members) to gather their recommendations in the process. We look to the Board of Education for guidance and input as to which specific groups of stakeholders it wishes for us to meet with directly. In order to seek input of the entire community, the Board may also choose to utilize an online survey of stakeholders, as provided by MLI, in addition to face-to-face meetings with stakeholder groups.

Although rare, our most significant challenges have arisen when Boards of Education have chosen not to honor the process we all agree to follow at the beginning of the search process. In every instance where the process was followed with fidelity, we have been successful.

The Administrative Assistant to the Superintendent and Board of Education is the key point of contact for support with scheduling meetings, disseminating information, etc.

We expect a commitment from all members of the Board of Education to be present and engaged throughout the process, and to honor the process.



Anticipated Fee Structure

Michigan Leadership Institute will provide basic services as outlined below in the process of conducting a search for the position of Superintendent of Union City Community Schools. Specific services to be provided shall include the following:

1. Advise the board on parameters of the overall search process.
2. Establish a timeline of duties and responsibilities for the conduct of the search.
3. Facilitate meetings of the faculty, staff, stakeholders and board as required to assist in articulating the candidate profile and points of district pride for inclusion in the position announcements.
4. Develop and post a standard search flyer and announcements; recruit a qualified candidate pool.
5. Receive applications, communicate with candidates, conduct paper screen, check references, and analyze all applications relative to the profile developed by the Board of Education.
6. Conduct orientation session with the board on interview process and protocol.
7. Attend initial candidate interviews and facilitate board discussions.
8. Communicate with unsuccessful candidates.
9. Mediate employment agreement as requested by the board; provide contract/salary information to district.
10. Facilitate orientation workshop with the new leader and the board to develop mutual expectations and understandings.
11. Be on call to provide professional support and mentoring to the new leader as requested during his or her first year on the job.

The above-noted services will be provided for **\$5,800.00** plus direct expenses not to exceed \$750.00. ***Please note that the professional services and the professional fees may be modified and customized to suit your district's needs.***

Said fee covers all costs associated with the search including Michigan Leadership Institute staff time, development of posting brochure, online search announcement, job posting, marketing of the vacancy, and associated office expenses. Also included is an optional online survey, produced and analyzed by MLI, and hosted on the district website. MLI staff mileage will be billed to the district on an actual cost basis (*at the current mileage rate issued by the IRS*), as well as any national advertising approved by the Board of Education. Fees will be invoiced and payable in three equal installments: upon commencement of search, upon recommendation of candidates, and upon selection and appointment of the successful candidate. Expenses will be invoiced with the third installment.

MLI Search Guarantee: If MLI endorses the candidacy of the selected candidate and he/she chooses to leave the district for any reason other than personal health or the health of an immediate family member during the first year of employment, Michigan Leadership Institute will conduct the search for a successor for direct expenses only. *This guarantee has been utilized only twice in the history of Michigan Leadership Institute.*



**Superintendent Search References 2017-2021
Conducted by Michigan Leadership Institute**

Bedford Public Schools
1623 W. Sterns Road, Temperance MI 48182
Phone: 734-850-6000
Placement: Dr. Carl Shultz

Cedar Springs Public Schools
204 E. Muskegon St., Cedar Springs MI 49319
Phone: 616-696-1204
Placement: Scott Smith

Bentley Community Schools
1170 N. Belsay Road, Burton MI 48509
Phone: 810-591-9100
Placement: Kristy Spann

Charlotte Public Schools
378 State St., Charlotte MI 48813
Phone: 517-541-5100
Placement: Mandy Stewart

Berrien RESA
711 St. Joseph Ave., Berrien Springs 49103
Phone: 269-471-7725
Placement: Eric Hopstock

Coloma Community Schools
302 West St. Joseph Street, Coloma MI 49038
Phone: 269-468-2424
Placement: Dave Ehlers

Branch ISD
370 Morse Street, Coldwater MI 49036
Phone: 517-279-5730
Placement: Kristine Jenkins

Comstock Public Schools
3010 Golf Road, Kalamazoo MI 49048
Phone: 269-250-8900
Placement: Dr. Jeff Thoenes

Brighton Area Schools
125 Church St., Brighton, MI 48116
Phone: 810-299-4000
Placement: Matt Outlaw

Constantine Public Schools
1 Falcon Dr., Constantine, MI 49042
Phone: 269-435-8900
Placement: Jim Wisely

Byron Area Schools
312 W. Maple St., Byron, MI 48418
Phone: 810-266-4881
Placement: Bob Cassidy

C.O.O.R. Intermediate School District
11051 N. Cut Road, Roscommon MI 48653
Phone: 989-275-9555
Placement: Shawn Petri

Caledonia Community Schools
9753 Duncan Lake Ave SE, Caledonia MI 49316
Phone: 616-891-8185
Placement: Dr. Dedrick Martin

Coopersville Area Public Schools
198 East St., Coopersville, MI 49404
Phone: 616-997-3200
Placement: Matt Spencer

Camden-Frontier Schools
4971 W. Montgomery, Camden, MI 49232
Phone: 517-368-5255
Placement: Kevin Kelly

Crestwood School District
1501 N. Beech Daly Rd., Dearborn Hts. 48127
Phone: 313-274-6320
Placement: Youssef Mosallam

Crystal Falls-Forest Park Schools
801 Forest Pkwy., Crystal Falls, MI 49920
Phone: 906-214-4695
Placement: Christy Larson

Edwardsburg Public Schools
69410 Section Street, Edwardsburg MI 491112
Phone: 269-663-3055
Placement: Jim Knoll

Farwell Area Schools
399 E. Michigan Street, Farwell MI 48622
Phone: 989-588-9917
Placement: Steven Scoville

Fraser Public Schools
33466 Garfield Road, Fraser MI 48026
Phone: 586-439-7000
Placement: Carrie Wozniak

Glen Lake Community School
3375 W Burdickville Rd., Maple City, MI 49664
Phone: 231-334-3061
Placement: Mr. Jon Hoover

The Greenspire School
1026 Red Drive, Traverse City, MI 49684
Phone: 231-421-5905
Placement: Robert Walker

Hamtramck School District
3201 Roosevelt, Hamtramck MI 48212
Phone: 313-872-9270
Placement: Jaleelah Ahmed

Hillsdale ISD
310 W Bacon St., Hillsdale MI 49242
Phone: 517-437-0990
Placement Troy Reehl

Huron Valley Schools
2390 S. Milford Road, Highland MI 48357
Phone: 248-684-8000
Placement: Dr. Paul Salah

Ionia County ISD
2191 Harwood Road, Ionia MI 48846
Phone: 616-527-4900
Placement: Ethan Ebenstein

Jenison Public Schools
8375 20th Ave., Jenison, MI 49428
Phone: 616-457-8890
Placement: Dr. Brandon Graham

Kalkaska Public Schools
315 South Coral Street, Kalkaska MI 49646
Phone: 231-258-9109
Placement: Terry Starr

Kaleva Norman Dickson/Bear Lake
4400 Highbridge Rd., Brethren, MI 49619
Phone: 231-477-5353
Placement: Jakob Veith

Lake Orion Community Schools
315 N. Lapeer St., Lake Orion, MI 48362
Phone: 248-693-5400
Placement: Ben Kirby

Lakewood Public Schools
223 W. Broadway, Woodland, MI 48897
Phone: 616-374-8043
Placement: Dr. Steve Skalka

Lawton Community Schools
101 Primary Way, Lawton, MI 49065
Phone: 269-624-7901
Placement: Ben Bandfield

Lewis Cass ISD
61682 Dailey Rd., Cassopolis, MI 49031
Phone: 269-446-6204
Placement: Andrew Hubbard

Leland Public Schools
200 N. Grand Ave., Leland, MI 49654
Phone: 231-256-9857
Placement: Stephanie Long

Ludington Area School District
809 E. Tinkham Ave., Ludington 49431
Phone: 231-845-7303
Placement: Jason Kennedy

Mar Lee School District
21236 H Dr. N., Marshall, MI 49068
Phone: 269-781-5412
Placement Jennifer Goodman

Marquette-Alger RESA
321 E. Ohio St., Marquette, MI 49855
Phone: 906-226-5100
Placement: Dr. Gregory Nyen

Mona Shores
121 Randall Road, Muskegon MI 49441
Phone: 231-332-8201
Placement: Bill O'Brien, Jr.

Montcalm Area ISD
621 New St., Stanton, MI 48888
Phone: 989-831-5261
Placement: Kyle Hamlin

Muskegon Public Schools
349 W Webster Ave., Muskegon, MI 49440
Phone: 231-720-2000
Placement: Matthew Cortez

Newaygo Public Schools
360 S. Mill St., Newaygo MI 49337
Phone: 231-652-6984
Placement: Jeff Wright

Oak Park Schools
13900 Granzon, Oak Park, MI 48237
Phone: 248-336-7700
Placement: Dr. Jamii Hitchcock

Olivet Community Schools
255 1st St., Olivet, MI 49076
Phone: 269-749-9129
Placement: John Mertz

Pellston Public Schools
172 Park Street, Pellston MI 49769
Phone: 231-539-8682
Placement: Stephen Seelye

Public Schools of Petoskey
1130 Howard Street, Petoskey MI 49770
Phone: 231-348-2100
Placement: Chris Parker

Quincy Community Schools
1 Educational Parkway, Quincy MI 49082
Phone: 517-639-7141
Placement: Marc Kramer

Romeo Community Schools
316 North Main Street, Romeo MI 480665
Phone: 586-752-0200
Placement: Todd Robinson

Saline Area Schools
7265 N. Ann Arbor St., Saline MI 48176
Phone: 734-401-4000
Placement: Dr. Steve Laatsch

Shelby Public Schools
525 N. State Street, Shelby MI 49455
Phone: 231-861-5211
Placement: Timothy Reeves

South Haven Public Schools
554 Green Street, South Haven MI 49090
Phone: 269-637-0578
Placement: Kevin Schooley

South Lyon Community Schools
345 S. Warren, South Lyon, MI 48178
Phone: 248-573-8127
Placement: Steve Archibald

Sparta Area Schools
465 Union Street, Sparta MI 49345
Phone: 616-887-8253
Placement: Pete Bush

Springport Public Schools
300 W. main St., Springport MI 49284
Phone: 517-857-3495
Placement Christie Robinson

St. Johns Public Schools
501 W. Sickels Street, St. Johns MI 488879
Phone: 989-227-4050
Placement: Mark Palmer

St. Joseph Public Schools
3275 Lincoln Ave., St. Joseph, MI 49085
Phone: 269-926-3100
Placement: Dr. Thomas Bruce

St. Joseph Public Schools
3275 Lincoln Ave., St. Joseph, MI 49085
Phone: 269-926-3100
Placement: Jennifer Fee

Sturgis Public Schools
107 W. West Street, Sturgis MI 49091
Phone: 269-659-1500
Placement: Art Ebert

Westwood Community Schools
3335 S. Beech Daly Rd., Dearborn Hts. 48125
Phone: 313-565-1900
Placement: Dr. Stiles Simmons

Taylor School District
23033 Northline Rd., Taylor MI 48180
Phone: 734-374-1200
Placement: Griff Mills

Wolverine Community Schools
5993 Sholes St., Wolverine, MI 49799
Phone: 231-525-8201
Placement: Matthew Baughman

Thornapple-Kellogg Schools
10051 Green Lake Road, Middleville MI 49333
Phone: 269-795-3313
Placement: Rob Blitchok

Thornapple-Kellogg Schools
10051 Green Lake Road, Middleville MI 49333
Phone: 269-795-3313
Placement: Dan Remenap

Traverse Bay Area ISD
1101 Red Drive, Traverse City MI 49684
Phone: 231-922-6200
Placement: Nicholas Ceglarek

Union City Community Schools
430 St. Joseph Street, Union City MI 49094
Phone: 517-741-8091
Placement: Ronna Steel

Utica Community Schools (Asst. Supt.)
11303 Greendale Dr., Sterling Hts. 48312
Phone: 586-797-1000
Placement: William Holbrook

Watervliet Public Schools
450 E. Red Arrow Hwy., Watervliet MI 49098
Phone: 269-463-0300
Placement: Ric Seager

Wayne-Westland Community Schools
36745 Marquette, Westland, MI 48185
Phone: 734-419-2000
Placement: John Dignan

West Shore ESD
2130 W. US Highway 10, Ludington MI 49431
Phone: 231-757-3716
Placement: Dr. Jason Jeffrey

