

## The C.E.S. approach

### 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. C.E.S. 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. C.E.S. 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 C.E.S. team will verify each candidate's capabilities and interest in the position.

### Phase 3: Selection

The profile created in the research stage guides the C.E.S. 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 C.E.S. team will assist in the transition of leadership. C.E.S. 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.

## Testimonials from clients

"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

## For more information

**Executive Searches**  
40 Lindeman Drive  
Trumbull, CT 06611

**203-365-8803 / [ExecutiveSearches@ces.k12.ct.us](mailto:ExecutiveSearches@ces.k12.ct.us)**

**[www.ces.k12.ct.us/searches](http://www.ces.k12.ct.us/searches)**

# Executive Searches

COOPERATIVE EDUCATIONAL SERVICES 



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

## The C.E.S. difference

Cooperative Educational Services (C.E.S.) 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. C.E.S. is a public school agency created by the Connecticut State Legislature in 1968 to provide cost-effective alternatives to meet school districts' needs.

We at C.E.S. 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 of Education 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

C.E.S. searches are confidential and ethical. We hold the utmost respect for the privacy of potential candidates. 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 C.E.S. 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 C.E.S. to facilitate your executive searches, you hire a team of experienced professionals with the full resources of C.E.S.

### Tom Jokubaitis, Lead Consultant

Tom Jokubaitis was the Superintendent of Wolcott Public Schools from 1982-1999. Since retiring from Wolcott, he has held the position of interim superintendent in several school systems throughout Connecticut. Jokubaitis was a teacher, principal, and central office administrator before becoming a superintendent. In addition to conducting searches, he has developed more than 18 assessments on space and school building renovations and upgrades, and has facilitated district research and served as a strategic planning consultant.



### Dr. James Ritchie, Lead Consultant

Dr. James Ritchie was the Dean of the School of Education and Human Resources at the University of Bridgeport from 1998-2008. He was previously Superintendent of Plainville Community Schools for 13 years, as well as an interim Executive Director at C.E.S. He is also experienced in central office administration and as a high school principal. Dr. Ritchie holds an Ed.D. in Educational Administration from Teachers College, Columbia University. He was Connecticut Superintendent of the Year in 1997.



## Executive Searches Support Team

### Dr. Charles Dumais, Executive Director

Dr. Charles Dumais joined C.E.S. in 2018. Prior to that, he served as the Superintendent of Amity Regional School District. Dumais, who 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 Board of Directors, and is an active member of several regional and national organizations, including the Connecticut Commission for Educational Technology. He oversees the C.E.S. Team and the induction/entry plan for all newly hired administrators. He also ensures complete client satisfaction through feedback and evaluation.

### Christopher La Belle, Associate Executive Director

Christopher La Belle joined C.E.S. in 2005. He has 20 years of prior educational experience including nine years as an urban elementary school principal in Connecticut. Mr. La Belle was the 2009 Magnet Schools of America Northeast Regional Principal of the Year. He is a veteran of the United States 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. Mr. 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 C.E.S. 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 C.E.S. since 2000. Mrs. Pace began her career at C.E.S. in 1991 as the administrative assistant in Professional Development Services and later as Manager of Transportation. At C.E.S., Mrs. Pace 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.