

BOARD OF DIRECTORS
Beth Worthington
Cindy Webster-Martinson
Bill Webb
Jim Almond
Glen Robbins

SUPERINTENDENT
Patty Page



North Kitsap School District

18360 Caldart Avenue NE

Poulsbo, WA 98370

(360) 396-3001

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**North Kitsap School District
Request for Proposal
Superintendent Search Consultant Services**

In partnership with our community, the North Kitsap School District will provide an academically challenging educational program to meet the diverse needs of all students in a safe, nurturing environment and empower them to be competent, creative, compassionate and contributing citizens.

The North Kitsap School District is located on the north end of the Kitsap Peninsula in Washington State directly west of Seattle, across Puget Sound. The District covers approximately 110 square miles and serves the communities of Poulsbo, Kingston, Suquamish, Hansville, Indianola, and Port Gamble, as well as two sovereign nations, Port Gamble S'Klallam Tribe, and Suquamish Tribe.

The District serves approximately 6,000 students with six elementary school, two middle school, and two high schools, staff of about 900, and approximate \$76 million dollar budget.

Submittal Deadline: Friday September 30, 2016, 4:00 p.m.

Mail to:

**North Kitsap School District
Board of Directors
18360 Caldart Avenue NE
Poulsbo, Washington 98370**

Attention: Beth Worthington, Board President

Contact Kori Henry, Executive Assistant to the Superintendent and Board of Directors at 36-396-3001 or khenry@nkschools.org with questions regarding this Request for Proposal.

Background:

The North Kitsap School District Board of Directors is requesting proposals from qualified superintendent search consultants. Superintendent Patty Page will be retiring at the end of the 2016-2017 school year. It is the intent of the Board of Directors to conduct a national search for a new superintendent to assume the position July 1, 2017. The North Kitsap School Board is committed to an open, transparent search process with stakeholder input with the goal to recruit and hire the best Superintendent for the North Kitsap Community.

Proposals should address the assistance to be provided to the Board in the recruitment of superintendent candidates and will address the specific assistance to be provided to the board throughout the selection process.

Scope of Services:

Conduct all aspects of the recruitment process as directed by the Board. Work with staff and board members to develop a plan and timeline for the search that includes community and stakeholder input while balancing the need of confidentiality of applicants and recognizing the authority of the board to make the selection. Develop and implement a plan to facilitate board, community and staff input and engagement regarding superintendent skills, characteristics, qualifications, and leadership attributes. Such a plan may include focus groups, surveys and community meetings, and must include all school system stakeholders. Assist Board in developing an appropriate compensation package for the superintendent. Prepare and distribute materials as necessary to promote awareness of the open position. Advertise and recruit qualified candidates statewide and nationally. Screen all applicants using criteria developed with the board, including background checks, and provide a summary of all candidates to the board. Prepare reports and recommendations to the board including a recommended slate of finalists and ranked list of qualified candidates in accordance with criteria approved by the board. Coordinate and facilitate the interview process. Assist the board in developing a transition plan for the new superintendent. Provide other assistance to the board as necessary.

Proposal Requirements:

The consultant's proposal shall provide the following information in the sequence listed below:

- 1. Information about the firm's experience and qualifications:**
 - a. Statement describing the qualifications of your team;
 - b. Resumes of individual (s) who will be working with the Board of Directors as well as the name and resume of the key contact for this search;
 - c. Superintendent search experience with public schools in the State of Washington and general statement of experience;
 - d. Identification of up to three successful superintendent searches recently completed. Identify school districts' contact information, community and stakeholder input plan, and recruiting brochure(s).

- 2. Information regarding key elements of the search strategy:**
 - a. Description of candidate analysis processes used to include rubric, if applicable;
 - b. Options used and proposed for community, stakeholder, and staff input to the selection process.
 - c. Recommended timeline for carrying out search/selection.
 - d. A suggested outline of activities for assisting the Board in the search/selection.
 - e. A description of the recommended degree/kind of community participation and an explanation of how this might occur.

- 3. Services and Fees:**
 - a. Identify the list of specific services to be provided and a work plan as to how such services will be scheduled and implemented.
 - b. Submit a fee structure which identifies specific service(s) to be provided and identifies anticipated expenses to be borne by the consultant(s) and those to be borne by the district.

- 4. Other information:**
 - a. Provide a statement describing your ability to meet the board's desired approval date of March 23, 2017.
 - b. Provide a statement describing your understanding of the unique aspects of the North Kitsap School District and what will be important to consider in the superintendent search.

NOTE: This request for proposals will be approved by the Board at their September 8, 2016 regular board meeting. Any changes to the request for proposal will be submitted to all contractors who received this initial request via email on Friday, September 9, 2016. The proposals submitted should reflect these changes.

Selection of the Consultant:

Proposals will be screened, references will be checked, and finalists will be identified by October 13, 2016. The Board of Directors will invite the finalists to make an oral presentation on October 20, 2016. The board will select the best value based on the following prioritized criteria:

1. Process for and ability to collect meaningful community, stakeholder, and staff input to support the recruitment and selection.
2. Access to qualified candidates and ability to recruit them to North Kitsap.
3. Approval by March 23, 2017, which is in advance of the needed start date of July 1, 2016.

Submittal: Deliver 6 copies of the proposal to:

North Kitsap School District
Board of Directors
18360 Caldart Avenue NE
Poulsbo, Washington 98370

Deliver required on or before 4:00 p.m. on Friday, September 30, 2016.

The district reserves the right to withdraw the request for proposal and not award a contract.

Costs incurred in the preparation and/or consideration of proposals, including any travel and personal expenses may not be charged to the district as an expense of performing any contract awarded because of the submission of the proposal. The district will not pay any costs incurred for submission of the proposal. The district will not pay any costs incurred for preparation of contracting due to termination of this request for proposals, or for termination of contract resulting from this request for proposals.

Proposals failing to comply with the requirements for this proposal may be considered non-responsive. All proposals shall remain the property of the North Kitsap School District and shall not be returned. Materials will be public.

Request for Proposal Timeline

| Item | Date |
|--|--------------------------|
| Request for Proposals | September 30, 2016 |
| Review of Proposals | October 6, 2016 |
| Reference Checks | October 6-13, 2016 |
| Selection of Finalists | October 13, 2016 |
| Oral Presentations of Finalists and Selection | October 20, 2016 |
| Selected Firm Meeting with Board Representatives | October 24, 2016 |
| Board Approval of Superintendent Candidate | March 23, 2017 (desired) |

NONDISCRIMINATION STATEMENT

The North Kitsap School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Questions or complaints of alleged discrimination can be directed to the district's Title IX/RCW 28A.640 Compliance Officer Chris Willits, Assistant Superintendent, cwillits@nkschools.org (360) 396-3003 and /or the ADA and 504 Coordinator, Lori Kingery, Assistant Director of Special Education, lkingery@nkschools.org (360) 396-3072; address - 18360 Caldart Ave NE, Poulsbo WA 98370.