

ADMINISTRATIVE OFFICE

CASS SCHOOL DISTRICT 63

8502 Bailey Road • Darien, Illinois 60561-5333

331/481-4000 • Fax 331/481-4001

Kerry J. Foderaro, Ed.D.

Superintendent of Schools

KFoderaro@CassD63.org



Request for Proposals for an Executive Search Firm for Superintendent of Schools

Cass School District 63 is seeking proposals for qualified consulting firms to provide executive search consultant services for the position of Superintendent of Schools. The Cass School District 63 Board of Education is considering selecting a firm for the timeframe necessary to conduct and conclude the Superintendent search process by December 2019, with the new Superintendent's start date to be July 1, 2020. A successful proposer will be expected to develop and implement a search plan in accordance with the qualifications and requirements described herein, including:

- supporting the Board of Education in developing the criteria and qualifications for selecting a Superintendent,
- facilitating the process for community input and engagement,
- generating interest on the part of the potential candidates through comprehensive State and National outreach,
- coordinating the interview process,
- assisting the Board of Education in narrowing down the list of finalists,
- handling the logistics of the search and interview process,
- assisting the Board of Education in developing an appropriate compensation package for the Superintendent; and
- other Superintendent search-related assistance the Board of Education may require.

All submittals must be received on or before Friday, December 21, 2018, no later than 4:00 p.m. at Cass School District 63 Administration Office, 8502 Bailey Road, Darien, Illinois 60561-5333.

Key Dates

- Request for Proposals available for prospective vendors: Wednesday, November 21, 2018
- Proposal responses due: Friday, December 21, 2018
- Firms selected to be interviewed will be notified via email the week of December 24, 2018. Not all firms may be selected to be interviewed.
- Interviews by the Board of Education: Tuesday, January 15, 2019 between 4:00 p.m. and 9:00 p.m.

This solicitation shall not be construed in any manner to be an obligation by the District to enter into an agreement with any proposer.

The Cass School District 63's Board of Education reserves the right to reject any or all submittals. The Board of Education may negotiate the terms of the contract with the selected contractor prior to entering into a contract.

Concord Elementary School

Cass School District 63

1019 Concord Place • Darien, Illinois 60561-5124

331/481-4010 • Fax 331/481-4011

Laura Anderson, Ed.D.

School Principal & District Director of Teaching & Learning

LAnderson@CassD63.org

Cass Junior High School

Cass School District 63

8502 Bailey Road • Darien, Illinois 60561-5333

331/481-4020 • Fax 331/481-4021

Mrs. Christine Marcinkewicz

School Principal & District Director of Technology

CMarcinkewicz@CassD63.org

The Board of Education reserves the right to revise, in part, this Request For Proposals. If the District cancels or revises this Request For Proposals, notice will be posted on the District's website: www.CassD63.org. The Board of Education also reserves the right to extend the date responses are due. Qualifications and any other information submitted in response to this Request For Proposals shall become the property of Cass School District 63. Notwithstanding any indication by a responder of confidential contents and with the exception of bona fide confidential information, contents of proposals are public documents subject to disclosure under the Illinois Freedom of Information Act. The District will not provide compensation to responders for any expenses incurred by responders for the submittal preparation or for any demonstration that may be made. Contractors submit proposals at their own risk and expense. All requests for information concerning this Request For Proposals must be directed to Mrs. Gayle Wilson, Board of Education Recording Secretary [at GWilson@CassD63.org](mailto:GWilson@CassD63.org)

Qualifications

A selected firm must have experience in conducting a minimum of 10 successful searches (selection of a candidate and acceptance of a position, as facilitated by the firm) for a Superintendent of Schools for an elementary school district in Illinois. If a firm does not have such experience, any submittal may be deemed non-responsive and may be eliminated from consideration.

Scope of Services

The scope of services shall include, but may not be limited to the following:

1. Conduct all aspects of the recruitment process as directed by the Board.
2. Review position requirements and interview, survey and conduct focus groups to solicit opinions from Board Members, Administration, staff, school families and various District stakeholders to help define the leadership attributes and leadership profile needed in a Superintendent of Schools.
3. Work with the Board of Education to develop a plan and timeline for the search that includes community involvement while balancing the need for confidentiality of applicants.
4. Meet with the Board of Education to assess Board priorities, goals and objectives in order to assist the Board in determining and articulating criteria and qualifications necessary for selecting a Superintendent of Schools.
5. Develop and implement a plan to provide and facilitate input and engagement, which may include focus groups, surveys and community meetings of Cass School District 63 stakeholders regarding desired Superintendent skills, characteristics and qualifications.
6. Prepare and distribute materials (e.g., leadership profile, survey results) as necessary to advertise position.
7. Assist the Board of Education in developing a regionally competitive Superintendent compensation package that will facilitate a successful recruitment of candidates.
8. Advertise statewide and nationally to recruit qualified candidates.
9. Screen all applications using criteria to be developed with the Board of Education and provide an executive summary of the screenings of all candidates to the Board of Education.
10. Conduct comprehensive professional and personal, formal and informal background checks and interviews of qualified applicants and include the results as part of the information provided to the Board for those recommended for consideration by the Board of Education.
11. Coordinate and facilitate the interview process.
12. Evaluate and rank the qualified applicants in accordance with criteria developed in conjunction with the Board of Education.
13. Maintain strict confidentiality throughout the search process as directed by the Board of Education.
14. Prepare reports and recommendations to the Board of Education, as requested, at intervals established by the Board of Education.
15. Provide any other assistance to the Board as necessary to facilitate a final selection by December 2019.

Submittal Instructions

The submittal must be returned in a sealed and properly identified envelope or package to:

Mrs. Gayle Wilson
Board of Education Recording Secretary
8502 Bailey Road
Darien, Illinois 60561-5333

Submission Guidelines

Proposals shall be submitted in the same order as the Request For Proposals. Proposals must contain all required information to be considered responsive. Vendors may request an electronic copy of the work document in order to complete their response.

One (1) original, eight (8) copies and one (1) electronic version of the response must be sent by mail, courier or hand-delivery in binders with tabs identifying each section. A table of contents should be included and all pages numbered as referenced in the Table of Contents. No faxes of proposals will be accepted. Proposals are to be received no later than 4:00 p.m. on Friday, December 21, 2018.

Instructions

Please provide the following information:

1. A brief history and description of your firm including your relevant experience in providing the aforementioned services, currently or in the past five (5) years. Specifically address how the firm meets the qualifications specified above.
2. Name, address, phone, fax and email addresses of principal employees. Provide resumes of the individual(s) who will be working on this project.
3. Indicate name and contact information of lead consultant and staff who will be assigned to the contract for the duration of the search process, through and including the hiring of a Superintendent.
4. Provide at least three (3) references of other school districts with which you have worked, preferably districts with a student population of 1,000 or less. Please include contact information for each.
5. Services your firm utilizes to assist school districts in identifying qualified, diverse candidates.
6. Address each of the items listed in the Scope of Services. Describe the methodology used by the firm for the search process and the role of the search firm at each step in the process. Describe detailed activities that are to occur, a timeline, significant milestones and anticipated deliverables.
7. Describe how the Board of Education and interested stakeholders can be involved in developing the criteria for selection of a Superintendent.
8. The firm's pricing proposal shall be a firm fixed price to include a schedule and the amount or rate of compensation desired for the services outlined in your proposal. Specifically identify all items included in the compensation schedule.
9. Provide any additional information and comments your firm deems necessary to clearly communicate your firm's qualifications and the process you would use to recruit a Superintendent of Schools for the Board of Education.

Evaluation Criteria

The Board of Education's choice of the best qualified firm will be based on the following criteria:

1. The search firm's proposed approach to the work and how it meets the Board of Education's needs.
2. Qualifications and experience relevant to the scope of work including specific experience recruiting and placing Superintendents in similarly-sized school districts, including the experience of the team assigned to the search.

3. Past performance as determined by recent and relevant contracts. The evaluation will be based on information obtained from references provided by the firm as well as other relevant past performance information obtained from other sources known to the Board of Education.
4. Fee structure and guarantee of service (i.e., three years).
5. Evaluation may include discussions or negotiations with vendors. Not all vendors may be requested to enter into further discussions. Although discussions may take place, vendors are encouraged to provide their best offer initially and not anticipate discussions to make their best offer.

General Information about the District

Cass School District 63 is an award winning, two-school district in southeast DuPage County, 15 miles west of Chicago, serving approximately 850 students in grades Prekindergarten through Eight, who reside in portions of Darien and unincorporated areas of Burr Ridge, Clarendon Hills, Downers Grove, Lemont and Willowbrook. A sizable portion of Argonne National Laboratory, which is a science and engineering research national laboratory operated by the University of Chicago Argonne LLC for the United States Department of Energy, is within the District's boundaries.

The district currently employs 133 employees; 56 licensed teachers, 4 administrators, 43 classified staff and 30 substitute teachers. This includes teachers who average 13 years of teaching experience; 77 percent of teachers hold master's degrees and above; and two teachers and one administrator are certified by the National Board of Professional Teaching Standards, the highest teaching credential available.

Thanks to the dedication of faculty and staff, strong support from the school community and leadership from the Administration and Board of Education, Cass School District 63's embodies its motto, "Where the focus is on the child." This also includes a positive working relationship with the Teachers' Association, who has a contract with the Board of Education through 2022, with a one-year roll over option.

This focus and these efforts have led Cass School District 63 to be consistently recognized for high academic student achievement and to receive numerous awards, while establishing and maintaining a fiscally efficient, sound and stable organization, who is a responsible steward of public funds.

The current superintendent, Dr. Kerry J. Foderaro is retiring after successfully serving the District in this capacity for 15 years. The Board of Education is grateful for the leadership and service Dr. Foderaro has provided the school community and it is looking forward to establishing a relationship with a talented and dedicated new Superintendent to continue the successful and effective leadership in Cass School District 63.

*An electronic version of this proposal and any questions should be directed to Gayle Wilson at GWilson@CassD63.org.