

# Davis Joint Unified School District

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## **REQUEST FOR PROPOSALS Superintendent Search Services for Davis Joint Unified School District**

**Proposals due:** 3:00 pm, PST, March 3, 2016

Six hard copies of the proposal in a sealed envelope, as well as one electronic copy must be submitted to the bid manager no later than the time and date indicated above.

**Bid Manager:** Bruce Colby, Associate Superintendent of Business Services  
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### **Introduction**

The Davis Joint Unified School District (the District) seeks the services of a professional firm in the search for its new superintendent. This document describes the scope of work, a proposed timeline, proposal requirements, consultant selection criteria and details about the school District. The District invites proposals from selected, experienced firms that are highly-qualified, with references from successful searches. Evidence of California-based search experience is preferred.

The District seeks a consultant to conduct the search. The duties of this consultant will involve the following: supporting the Governing Board during the search; engaging the community; creating a leadership profile; widely advertising the vacancy; recruiting and screening applicants; facilitating Governing Board interviews of the applicants; conducting extensive reference and background checks; and facilitating the pre-employment process.

### **Scope of Work**

- Engage the board members in a comprehensive search process for highly-qualified candidates for the position of superintendent for Davis Joint Unified School District
- Meet with the Governing Board, as needed, to define and manage the search process and to develop a preliminary leadership profile for the vacancy
- Obtain staff and community input and ensure that all stakeholders are represented
- Develop and maintain the community's trust in the process
- Meet with the Governing Board to refine a profile of the superintendent for our District
- Create a leadership profile based on community, staff and Board input

- Develop a position description and strategies to recruit ideal candidates; provide research-based feedback on the marketplace
- Advertise widely
- Actively recruit candidates who meet the profile
- Screen applicants through preliminary interviews and/or background checks
- Develop objective measurement tools
- Coordinate selection activities for finalists
- Conduct independent and comprehensive reference and background checks for finalists and provide a report to the Board
- Assist the Board with the final interviews and employment of the new superintendent
- Assist board members and new superintendent to assure a successful transition

### **Tentative Timeline**

February 2016	Board requests proposals
March 2016	Board approves Consultant agreement Board meets with Consultants Board publicly announces timeline and procedures for the selection of superintendent
March/April 2016	Consultant obtains staff and community input for leadership profile Consultant begins identifying candidates Consultant develops and distributes recruitment material Consultant actively advertises and recruits
April/May 2016	Deadline for applications Board meets with Consultant for initial review of applications Consultant completes reference and background checks on candidates Consultant facilitates the Board's selection of candidates to interview
May/June 2016	Consultant facilitates the Board's visit(s) to community of leading candidate Consultant facilitates the Board's offer of employment to finalist
July 2016	New superintendent begins

## **Proposal Requirements**

Each consultant will be required to provide all necessary labor, equipment, tools, materials, and facilities to complete the work described in this RFP. Each proposal shall include, at a minimum, the following information in a clear and concise manner:

1. A description or profile of consultant and any information or materials that (s)he believes would be helpful to the Board in making its decision, i.e., a statement of qualifications
2. A summary of strategies to identify and engage community
3. The process/approach (s)he will propose including identifying strategies unique to our District
4. A detailed description of how (s)he will ensure the required confidentiality throughout the process
5. A detailed summary of similar services that (s)he has provided to other public school districts comparable to our District including search costs
6. Information regarding any unsuccessful searches
7. Name of lead consultant and professional resumes of principals and other employees who will render services in this process
8. A detailed description and line-item breakdown of any and all fees and estimated expenses to be charged to the District including a listing and breakdown of fees and expenses for any optional services
9. A list of references, including names, addresses, telephone numbers, email addresses for contacts for five (5) recently-completed superintendent searches
10. A sample consultant agreement for the Board to consider
11. Disclosure of affiliations with the Davis Joint Unified School District that include at a minimum:
  - a. List of any partners, associates or consultants who have been employed by the District and description of employment
  - b. List of any partners, associates or consultants who have provided professional services to the District in the past and a description of the services provided (including prior searches)
  - c. List of any superintendent searches that have been filled with an employee from the District

## **Process for Selection of Consultants**

The District will select consultants who best meet the District's needs to perform the superintendent search process as described in this RFP. The criteria on which the District will make its determination will not be limited to the amount of the proposed fees, but also on the ability and experience of the consultant, as described in the proposal. Each consultant submitting a proposal must submit an overall cost for performing the services, and the selected consultant will be required to sign an agreement.

## **Criteria for Selection of Consultant**

Criteria for selection of each consultant will include the following, without limitation:

1. Experience with similar school superintendent searches in districts of comparable characteristics
2. Evidence of experience with California-based searches
3. Participation in a public presentation/interview scheduled for March 8, 2016
4. Description of staffing dedicated to the search project
5. Cost of services
6. Ability to engage various school constituencies, as part of the stakeholder outreach
7. Ability to develop and maintain positive and productive interpersonal relationships with all participants
8. If the respondent is an agency, explanation of whether the District will be able to select the principal consultant and work primarily with the principal consultant

## **Limitations**

This RFP is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFP. This RFP does not commit the District to award a contract or to reimburse any applicant for costs incurred in submitting a proposal.

The District, in its sole discretion, reserves the right to reject any or all proposals received; to choose any combination of proposals; to interview any, all or none of the respondents; to negotiate with any respondent; to extend the deadline to submit a proposal; or to amend or cancel in part or in its entirety this RFP.

## **District Profile**

### **Davis Unified School District**

Davis Joint Unified School District is at the center of a vibrant university town that is home to one of the leading research centers in the world. The District proudly partners with parents, staff, and the broader community to educate the 8,500 students in its care. Our high performing and diverse district is characterized by an intellectually engaged community and high levels of parent engagement.

**Innovative and diverse programs** - The District provides a variety of innovative and diverse educational programs at more than 18 school sites from preschool through twelfth grade. The District includes nine elementary programs, including four TK-6 elementary schools, two multi-program elementary sites (one with a K-6, two-way bilingual program and one with a K-6 Montessori program), a K-6 Spanish immersion school and one rural K-3 elementary school. Three junior high schools, Da Vinci Charter Academy (a senior and junior high program) and Davis Senior High School comprise the five schools at the secondary level. King High School (grades 10-12)

and the Davis School for Independent Study (grades 1-12), provide unique educational programs for students and parents who choose those alternatives.

**Whole child approach and a focus on ALL students** - The District has an unduplicated pupil count of 26%. The District sets high expectations for all students and prioritizes closing the achievement gap. The District helps each student develop the abilities and values needed to reach his full potential. Each year, approximately 700 students graduate from district high schools, a graduation rate of about 97%.

**Talented and resourceful staff** - With approximately 1,100 employees, including 440 teachers, the District has an average annual payroll (including salaries and benefits) of \$72 million per year, contributing significant economic value to the community. The District's overall General Fund budget for the 2015-2016 school year is in excess of \$84 million. The District recognizes the critical role our staff plays in meeting the educational goals for our District children.



**Community Supported** - One of the unique features of the District is the community commitment to fund local special taxes for public education. School "parcel taxes" have been approved in Davis since 1984. Since that year, fourteen different ballot measures have been passed by 2/3 of voters each election date. Parcel tax dollars are key to supporting and maintaining enrichment programs and services in the District. Parcel tax revenue accounts for approximately 12% of the General Fund, or more than \$9.5 million.

## **Davis Joint Unified School District Mission Statement**

The mission of Davis Joint Unified School District, a leading center of educational innovation, is to ignite a love of learning and equip each student with the knowledge, skills, character, and well-being to thrive and contribute to an evolving and increasingly-connected world, through a system characterized by:

- Optimal conditions and environments for all students to learn
- A team of talented, resourceful, and caring staff
- Transforming teaching, learning, and operations in our continuing pursuit of excellence
- Resourceful, transparent, and responsible fiscal planning, and
- A diverse and inclusive culture

The District's mission and goals are upheld by the policies and decision making of a five-member Board whose values are reflected in the quality educational programs that are provided to Davis students. Parents, community members and foundation partners are also instrumental in the success of our District. Each of these groups generously supports Davis schools through financial contributions and volunteer services. Ongoing community support is a hallmark of the Davis Joint Unified School District.

The District's path to success is defined by the strategies outlined in its Strategic Plan and the goals of our Local Control Accountability Plan (LCAP). The alignment of these two documents is considered the "DJUSD Road Map." Developed, and refined annually, through a process involving students, staff, parents and community members, it is defined by eight target areas:

1. Develop a Professional Growth System for all employees
2. Implement a plan for technology infrastructure and physical spaces
3. Build a formative assessment system
4. Create a system for students to pursue academic, social and personal goals
5. Boost language acquisition for English language learners
6. Create positive school climate
7. Facilitate stakeholder engagement
8. Ensure stakeholder recognition

Davis Joint Unified is a district that strives each day to help each student reach her or his full potential. The knowledge shared, the skills developed, the relationships built and the capacity fostered by our talented team of educators in and out of the physical classroom already sets us apart. The District is looking for a Superintendent who will be a visionary educational leader who will work collaboratively with staff, community, and the Board to help prepare all of our students to thrive in tomorrow's world.