



REQUEST FOR PROPOSALS

Executive Search Firm for Superintendent Search

Wilmette Public Schools - District 39

Introduction

Wilmette Public School District 39 (the District) requests proposals from qualified firms to provide Executive Search Consultant Services for the position of Superintendent of the District beginning July 1, 2019.

Firms interested in undertaking this assignment must forward eight copies of a detailed proposal to be received no later than March 16, 2018 to the following address:

Superintendent Search
Wilmette Public Schools District 39
Mikaelian Education Center
Attention: Dr. Ray Lechner
615 Locust Road
Wilmette, IL 60091

The Board of Education will vote on the firm selection at the Board of Education meeting on April 23, 2018.

All questions concerning this request must be sent in writing prior to March 7, 2018 to Lisa Schneider Fabes, Board Member, Wilmette Public Schools District 39 at fabesl@wilmette39.org.

Scope of Services

The responsibilities of the selected firm will include the following:

1. Provide advice and assistance to the Board in the overall search, including the interview process.
2. Assist the Board in conducting a nationwide search that generates a diversified pool of highly qualified candidates.
3. Recommend a search process that includes input from all stakeholder groups – teachers, administrators, parents, students, Board of Education, community members.
4. Develop a candidate profile and job description, with significant input from the Board and District 39 community.
5. Assist the Board in developing an appropriate compensation package.
6. Advertise nationally and statewide. Identify and solicit applications from superior candidates nationwide.
7. Communicate with and manage candidates' expectations, coordinate and facilitate the interview process.

8. Evaluate and rank qualified applicants in accordance with the criteria developed.
9. Conduct reference and background checks on all interviewees, as required, including extensive reference checks on the three to six finalists.
10. As requested, prepare reports and recommendations to the Board, including information on the candidate pool.
11. Assist the Board in developing a transition plan.
12. Perform other related services in the conduct of the search, as needed.

Submission Guidelines

Each proposal must include at least the following information:

1. A summary of the firm's experience in conducting executive searches for superintendent of schools and particularly for PreK-8 school districts.
2. A list of recent assignments in education and/or related fields, including the names of client institutions and the titles of positions for which searches were conducted.
3. The names, addresses, and telephone numbers of at least three individuals who may be contacted to comment on the firm's performance in recent searches.
4. Evidence of commitment to, and successful experience in, recruiting outstanding candidates from culturally diverse backgrounds.
5. The name of each staff member who will be assigned to this search, a brief summary of his/her relevant credentials and experience, and an indication of the proposed time commitment to this project. Please identify the lead staff person who will be assigned to this contract for the duration of the search process and provide contact information.
6. Services your firm utilizes to assist school districts in identifying qualified candidates.
7. Description of the unique expertise provided by your firm's staff.
8. Description of how the Board, administration, teachers, and interested community members could have meaningful input into the selection process.
9. The proposed fee structure for this search.
10. A statement regarding the three most important reasons your firm should be selected for this search.

Process/Timeline

Based on its review of proposals received by March 16, 2018, the Board will invite a small number of selected firms to meet with it the evening of April 10, 2018. A final determination/award will be made at the District's board meeting on April 23, 2018.

Schedule – Key Dates

1. Request Distributed - February 27, 2018
2. Vendor Questions Due - March 7, 2018
3. Questions Answered in Writing - March 9, 2018
4. Responses due by 5 PM - March 16, 2018
5. Interviews by Board - April 10, 2018
6. Finalist selected - April 23, 2018

This solicitation shall not be construed in any manner to be an obligation by the District to enter into an agreement with any vendor. The Board reserves the right to reject any or all responses.

The Board may negotiate the terms of the contract with the selected vendor prior to entering into a contract.

The Board reserves the right to revise any part this request. If the Board cancels or revises this request, all respondents will be notified by addenda. The Board also reserves the right to extend the date responses are due.

The Board will not provide compensation to responders for any expenses incurred by responders for response preparation or for any demonstration that may be made. Contractors submit responses at their own risk and expense.

General Information about the District

Background

The District is located approximately 15 miles north of the Chicago Loop, bordering Lake Michigan, and comprises most of the Village of Wilmette and small portions of Glenview and Winnetka. The village is a residential community with a population of about 27,219. It consists of moderate to high-income residential housing and a prosperous commercial downtown area. There is no heavy industry in Wilmette. Wilmette, as a community, is built out. District 39 was founded in 1901 and currently includes four elementary schools, one middle school, one junior high school, and an administration building and has an enrollment of 3,648 during the 2017-2018 school year.

An elected seven-member Board of Education and a full-time administrative staff govern the District. The District employs 556 persons. Of these, 18 are administrators, 333 are teachers and 205 are non-certified personnel. District 39 students continue their education at New Trier Township High School, which is recognized as one of the leading high school educational institutions in the United States. District 39 enjoys a high level of parental participation and involvement because parents make it a priority to be involved in their children's education. Many adults are engaged in professional pursuits. The high academic level characterizing the community contributes to the respect citizens have for quality education. As a result, citizens devote substantial time and effort to ensure that excellence prevails.

Community involvement is of paramount importance to District 39. There are three organizations that provide significant support to the District. First, each school has a very active parent /teacher organization (PTO or PTA) that provides significant support. For example, the PTO/A recruits and provides parents to serve food in the cafeteria and help in the learning commons. They also provide funding for fieldtrips and in-school enrichment programming, teacher recognition, and capital improvements. In addition, integral to the community is the District 39 Educational Foundation, which provides financial assistance to support individual, school, and community endeavors. Community members are also involved in the Community Review Committee that helps study and prioritize goals for the school district.

District Strategic Plan

The District's strategic plan is revised annually. New strategic initiatives include:

- Kindergarten Enrichment: Exploring if and how the District should provide day-long kindergarten enrichment
- Instrumental Program: Investigating alternative Instrumental Music program options and present recommendations to address the needs of students.
- Personalized Learning: Developing a definition of Personalized Learning and recommend an implementation model that would best fit the needs of District 39 students

Continuing initiatives include:

- School Climate: Promote a positive school climate by creating a culture of empathy.
- Student Growth: Foster high student achievement and growth for all learners.
- School Attendance: Promote positive school attendance (defined as students in attendance 95% of the school year).
- Sustainability Planning & Practices: Encourage environmental literacy among students and ensure positive environmental practices during construction projects

Please review the District website for more information at wilmette39.org.

Superintendent Position

The Superintendent is the chief executive for the District. S/he has the sole authority to make appointments and promotions for all school system positions. The Superintendent has the obligation to implement the policies and budget of the school district.

Dr. Ray Lechner has worked in District 39 for 20 years, 12 years as the District's Superintendent. He is retiring upon the expiration of his contract on June 30, 2019. He has made a significant contribution to the District, and the community is grateful for his dedication and service.

The District is governed by a seven-member elected school board. Members serve a four-year, unpaid term. The Board is charged with hiring, supervising, evaluating, and determining the compensation of the superintendent. It also has the authority to develop educational, personnel, managerial, and financial policies for the school system and to adopt balanced operating and capital budgets annually.

It is essential that the Superintendent demonstrate: a) educational leadership; b) administrative and leadership skills; and c) the ability to communicate and interface effectively with the Wilmette community as well as the New Trier community and its institutions. A specific job description will be developed.