

**New Paltz Central School District  
Request for Proposal  
Superintendent Search Services**

**Release Date:** November 6, 2019

**Proposals Due:** On or before 5:00pm EST, November 20, 2019

**Finalists selection and interviews:** late November, 2019.

**Contract awarded:** December 4, 2019. The District reserves the right to not accept any of submitted proposals.

**Submit electronic proposals to:** [dcallo@newpaltz.k12.ny.us](mailto:dcallo@newpaltz.k12.ny.us)

**Or deliver written proposals to:**

New Paltz Central School District  
% Dusti Callo  
196 Main St.  
New Paltz, NY 12561

If delivering exclusively written proposals, please provide at minimum 8 copies, at least one of which should be unbound and suitable for reproduction (single-sided).

**Refer questions about the RFP to:**

Kathy Preston

Board President

[kpreston@newpaltz.k12.ny.us](mailto:kpreston@newpaltz.k12.ny.us)

**Introduction:**

The Board of Education of the New Paltz Central School District requests proposals for professional services to assist the Board in conducting a superintendent search.

The current Superintendent will complete work on December 31, 2019 and the District expects to appoint an interim Superintendent for the period of January 1, 2020 - June 30, 2020. The goal is to have a new, permanent superintendent selected no later than May 1, 2020 and for that person's employment to begin no later than July 1, 2020.

**Background:**

The New Paltz Central School District is a public K-12 school district in Ulster County, NY, approximately 80 miles north of New York City. The District serves 2,169 students and approx. 19,600 residents and has a budget of \$61 million.

**Consultant Expectations:**

1. Develop and conduct a thoughtful, timely, cost-effective process for gathering Board, staff, parent, student, and community input to establish an ideal candidate profile.
2. Conduct a thorough search for appropriate applicants who meet the established criteria.
3. Conduct the process in accordance with the spirit of the District's Recruitment Policy (Appendix A).
4. Develop recruiting materials, including background information on the community, the schools, candidate qualifications, and selection criteria.
5. Advertise the position, including the development of materials (e.g. a brochure) that will highlight the desirability of the New Paltz area and the position of Superintendent of Schools for the New Paltz Central School District.
6. Implement strategies to involve stakeholders in the process and build consensus among those stakeholders for candidate qualifications and personal and leadership attributes. Include written feedback through the process.
7. Develop an application process for the position.
8. Interview prospective candidates and prepare written summaries on qualifications, competence and experience.
9. Develop interview guides, questions, and appraisal forms in consultation with the Board of Education.
10. Schedule and arrange interviews and site visits.
11. Conduct a validation process of professional credentials, including academic employment, consumer credit and criminal history.
12. Assist the Board of Education in the creation and administration of an ad hoc Superintendent Search Advisory Committee comprised of a diverse set of stakeholders.
13. Presentations at Board of Education meetings to provide updates regarding the search process.

14. Commit to the concept of radical transparency while respecting candidate confidentiality.
15. Embrace community input.

**Proposal Specifications:**

1. An outline of the firm's background and overall qualifications to conduct a search for the position of school district superintendent.
2. Suggested timeline of activities and major events in the search process.
3. Responsibilities to be assumed by the Board of Education, the Search Consultant, and community during each phase of the process.
4. Recommended process for developing criteria that will be used for selecting the new superintendent.
5. Recommended process for obtaining staff input.
6. Recommended process for obtaining parent and community input.
7. Recommended process for obtaining student input.
8. Description of the process the consultant suggests for advertising and recruitment.
9. Recommended process for screening, reference checks, interviews, and final selection.
10. Information about the consultant or firm making this proposal including:
  - a. Identification of the person who will take primary responsibility for the search with a resume. Names of board members from other districts who can be contacted about working with this person. The individual should submit a personal statement regarding their commitment to equity and experience conducting equity-focused talent searches.
  - b. Description of other superintendent searches conducted in the past five years for districts of similar or larger size.
  - c. Statement as to whether the individual or firm is currently engaged in other projects that are coincident with or might affect the timeline of this search.
  - d. The shortest and longest tenure of superintendents appointed in other searches.
  - e. Description of what makes the firm unique or distinguishes this firm from its competitors.
  - f. Description of specific strategies employed in superintendent searches that had an emphasis on racial equity.
11. Any additional information deemed helpful in assisting the Board to evaluate the firm's proposal. (Additional information is not required to be considered.)
12. The proposed fee structure for this search, including optional components, where relevant, and estimated pass-through costs (i.e., advertising, postage, etc.).

## **Public Disclosure of Proposals:**

Any information provided to the District pursuant to this RFP shall be a public record and subject to public disclosure pursuant to New York public records laws.

The District considers proposals submitted in response to this RFP to be submitted in confidence only until the District's evaluation is complete and agrees not to disclose proposals until the District has completed its evaluation of all proposals and publicly announced the results.

The general requirement for public disclosure is subject to a number of exemptions. When preparing a proposal submission, the Proposer must plainly mark each page containing information deemed by the Proposer to remain exempt from public disclosure after proposals have been evaluated (e.g., pages containing trade secrets, economic development information, etc. ). A summary of redactions shall be placed with the redacted version of the proposal response.

The fact that a Proposer marks and segregates certain information as exempt from disclosure does not mean that the information is necessarily exempt. The District will make an independent determination regarding exemptions applicable to information that has been properly marked and redacted. Information that has not been properly marked and redacted may be disclosed in response to a public records request. When exempt information is mixed with nonexempt information, the nonexempt information must be disclosed.

Unless expressly provided otherwise in this RFP or in a separate communication, the District does not agree to withhold from public disclosure any information submitted in confidence by a Proposer unless the information is otherwise exempt under New York Law. The District considers proposals submitted in response to this RFP to be submitted in confidence only until the District has completed its evaluation of all proposals and publicly announces the results.

## **Appendix A**

### **RECRUITMENT AND HIRING (Policy #6211)**

The Board of Education recognizes the importance of, and affirmatively seeks to recruit, employ and retain, diverse, highly-qualified and well-prepared personnel in all capacities. Recruitment refers to the overall process of attracting, selecting, and appointing individuals who actively promote the highest levels of achievement and well-being for every student, utilizing a process that demonstrably promotes equity.

The criteria to be used in evaluating candidates should include, but not be limited to: applicable certification or license, capacity to facilitate learning, applicable work experience, professional recommendations, and a commitment to social/emotional development, racial and ethnic equity, cultural proficiency, and inclusivity. Experience in crisis intervention and de-escalation, as well as trauma-informed and restorative practices will be viewed as assets to the District. It is the obligation of the Superintendent of Schools to recommend the most highly-qualified candidate, giving consideration to the above criteria.

Recruiting procedures shall enable the District to seek qualified candidates from a variety of sources, including present staff. Any current employee of the District may apply for any position for which he/she meets stated requirements.

It is the duty of the Superintendent of Schools to see that persons recommended for employment in the District meet all requirements of the Board for the type of position for which the nomination is made. The Superintendent, in consultation with school community stakeholders, will develop hiring regulations that include procedures for recruitment, screening applications, selecting and interviewing candidates, and rating candidate qualifications for the position. The regulations must demonstrably promote equity and diversity, defined to include the following:

- Recruitment efforts designed to attract diverse applicants
- Tracking, when possible, self-reported demographic characteristics of candidates reviewed
- The process for the selection of search and interview committees for building principals and assistant principals that represent a diverse cross-section of staff and stakeholders from the community and student body. Affirmative efforts should be made to ensure that these committees have diverse representation, including historically and demographically underrepresented groups.
- The process for evaluating the efficacy of recruitment and hiring procedures in promoting equity and diversifying staff.

This policy shall be reviewed annually by the Board of Education and revised as necessary. To facilitate the Board's review, the Superintendent shall include relevant reports and data at least annually to the Board of Education.

While the Board may accept or reject a recommendation, an appointment will be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another recommendation. No person shall be considered employed until a resolution to that effect has been approved by the Board.

The Superintendent has the authority to employ the recommended candidate as a provisional substitute pending Board approval of their probationary appointment at the very next Board meeting.

The New Paltz Central School District is an equal opportunity employer.