

REGIONAL SUPERVISION DISTRICT (Chester, Deep River, Essex)

## INVITATION TO BID

March 9, 2019

The Regional Supervision District Committee (referred to herein as the “Board”) is soliciting bids for Executive Search Consultant Services for the position of Superintendent of Schools.

Sealed bids must be received by the Board not later than **2:30 PM on Friday, March 22, 2019**. Bids shall be opened and the names of bidders shall be publicly read at that time. *Facsimile or email bid responses will not be accepted.* Bids are to be sent in a sealed envelope marked with the bidder’s name and address in the upper left hand corner addressed to:

Regional Supervision District Committee  
c/o Regional School District #4  
PO Box 187  
1 Winthrop Road  
Deep River, CT 06417  
Attention: Lon Seidman, Board Chairman

All questions concerning this request must be sent in writing prior to March 15, 2019 to Lon Seidman, Board Member, Supervision District at [lseidman@reg4.k12.ct.us](mailto:lseidman@reg4.k12.ct.us).

Note that all qualified bidders will be invited to present their proposals to the Board of Education on **March 30, 2019, at 9:00** am at John Winthrop Middle School, 1 Winthrop Road, Deep River, CT 06417.

Bids must be plainly marked in the lower left hand corner with SUPERINTENDENT SEARCH SERVICES PROPOSAL.

The Board reserves the right to waive technical defects in bids; to reject any or all bids, in whole or part, and to make such awards, in whole or in part, including accepting a bid or part of a bid, although not the low bid, that in its judgment will be in the best interest of the Board, Regional School District No. 4, Chester Board of Education, Deep River Board of Education, Essex Board of Education and/or the towns of Chester, Deep River and Essex (collectively, the “Town”).

The Board does not discriminate on the basis of sex, race, religion or national origin.

REGIONAL SUPERVISION DISTRICT (Chester, Deep River, Essex) provides education to approximately 2000 students in Chester, Deep River and Essex, Connecticut. The District is committed to provide students with optimal educational services. Students are served by three elementary schools, one middle school and one high school. The REGIONAL SUPERVISION DISTRICT (Chester, Deep River, Essex) system is focused on fostering the highest possible achievement for all its students. The schools share a single core purpose of meeting the needs of each child to ensure that all children succeed.

## **Scope of Services**

The responsibility 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 and community members.
4. Develop a candidate profile and job description, with significant input from the Board.
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 extension 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**

In order to expedite the committee's review of a firm's proposal, please provide the following information in the order listed below.

1. A Letter of Transmittal signed by a principal of the lead firm, not to exceed two (2) pages, describing in narrative form your firm or team and its qualifications, and why you believe yours is the best for this project.
2. Statement of Qualifications to include, but not necessarily limited to the following:
  - 2.1 Name and address of your firm. Also, indicate who will be the primary person(s) for this project and provide a phone number, fax number and

- email address that the Committee may use to issue further information;
- 2.2 A narrative description of your proposal including how your firm intends to approach the assignment and the background/qualifications of the principals to be involved in this proposal;
  - 2.3 Similar searches that your firm has been involved with within the past five years;
  - 2.4 A timeframe required to complete the search;
  - 2.5 List of three (3) references from similar searches;
  - 2.6 Schedule of pricing of services both standard and optional. Please include payment terms and how compensation will be calculated (i.e. lump sum, by process step, payment schedule, etc.).

### **General Information about the District**

The Boards of Education of Chester, Deep River, Essex, and Region 4 endeavor to work together as multiple Boards of Education to support the Region's mission and strategic goals. High-achieving school districts intentionally align school goals, district goals, and Board goals to cultivate a mission-driven organization. The development of a cohesive educational program pre-kindergarten through grade twelve is a fundamental condition for educational excellence.

The Supervision District is unique to the educational system in Chester, Deep River, and Essex due to the complex multiple-board organizational structure. It is a key element facilitating regional cohesiveness. The Supervision District Committee provides oversight of the budget for the Central Administrative Office, which consists of the Superintendent, Assistant Superintendent, Director of Pupil Services, Director of Technology, and the Business Manager.

The Supervision District provides essential shared services to all of the Region's schools including administrative and fiscal services, curricular organization, professional development, the provision of special services, legal support, personnel services, *student transportation*, and best practices. The Supervision District also provides teachers and staff who work, or are available to work, in any of the Region's schools such as special education, preschool services, gifted and talented support, summer school, and elementary world language, music, and art teachers.

### **District Strategic Plan**

All schools and staff will be dedicated to pursuing and implementing the strategies that the strategic planning team identified as the most crucial to the improvement of student success in our priority identified skills. They are:

1. Operationalize a three community, unified focus – Pre-K to 12 – on critical and creative thinking for solving difficult problems and to focus and align the districts' goal setting processes with these priorities across towns, building and grades.
2. Clarify/unify the assessment philosophy of the districts and comprehensively audit the use of assessment resources to ensure they are consistently applied throughout the districts and then build/use the assessment capacity of the districts to enable reliable assessment and data reporting of student proficiency in the priority skills (3 Year Process).
  - Data collection across the districts
  - Assessment Audit
  - Assessment Philosophy
3. Support teachers in the enhancement of their capacity (professional learning, development, support and feedback) to teach and assess higher order thinking skills (critical and creative problem-solving) in a digital learning environment. - (Educator Evaluation Rubric 3B and 3C).

### **Superintendent Position**

The Superintendent is the chief executive for the District and has the sole authority to make appointments and promotion for all school system positions. The Superintendent has the obligation to implement the policies and budget of the district-wide school system.

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 boards, administrations, staff and community. A specific job description will be developed.