



North Shore Schools

Discovering Your Dreams

North Shore Central School District

**Request For Statement of Qualifications
and Proposals For Executive Search Firms
for**

Superintendent of Schools

Effective July 1, 2022

The deadline for receipt of proposals from any firm wishing to be retained by the District is Friday, July 2, 2021 at 3:00 p.m. EST. Requirements for all proposals to be submitted are set forth in the section below entitled “Proposal Requirements.” This RFP also appears on our District website (www.northshoreschools.org).

The North Shore Central School District, a nationally recognized public school district, is seeking a new Superintendent. The Board of Education intends to offer the Superintendent a contract effective July 1, 2022, pursuant to a national search process. A substantial part of the process comprises retaining a professional recruiting firm to assist the Board in its search. This Request for Proposal (RFP) sets forth information for those firms or individuals with interest in working with the Board in its search process.

The deadline for receipt of proposals from any firm wishing to be retained by the District is Friday, July 2, 2022 at 3:00 p.m. EST. Requirements for all proposals to be submitted are set forth in the section below entitled “Proposal Requirements.” This RFP also appears on our District website (www.northshoreschools.org).

Profile of The North Shore School Central District

The North Shore School Central District is a small educational community serving a rich mix of students whose academic performance is consistently high by area and national standards.

Serving the towns of Sea Cliff, Glen Head, Glenwood Landing, and portions of Old Brookville, Greenvale, Roslyn Harbor and Glen Cove, the district currently has an enrollment of 2530 students in three elementary schools, one middle school and one high school. The current operating budget is \$110mm.

The North Shore School Central District is considered one of the premier public school districts in the local area, New York State and in the nation.

With 98% of all graduates attending college, North Shore High School, an International Baccalaureate World School, has been recognized as a gap-closing/high achieving High School by the New York State Education Department. Recognized by the United States Department of Education as a High School of Excellence, North Shore has been ranked among the best in the Nation by U.S. News and World Reports as well as Niche.com. In addition, for the past 5 years, North Shore has been named a Best Community for Music. Glenwood Landing Elementary School is a Blue Ribbon School and North Shore High School’s application is pending as a National Blue Ribbon School.

Our Board of Education

The district's Board of Education consists of seven members of the community elected to serve three-year terms. The Board has made a strong commitment to the district's continued emphasis on educational excellence, short and long-term financial stability, and serving the varied needs of all students. In the last few years, the Board has taken the following actions:

- **Successfully reopened schools for K-8 in-person learning all year, with continuing support for arts, athletics and student clubs.**
- **Requested and passed a \$39 million bond to fund infrastructure repairs, renovations and new construction.**
- **Crafted a new Strategic Plan and Equity Study to guide our efforts.**
- **Supported innovative educational programs for all district students.**
- **Engaged in careful fiscal planning in order to maintain the District's excellent financial condition.**
- **Supported a reorganization of the administrative structure in order to provide faculty with additional coaching mentoring and support.**

Our Faculty and Staff

A dynamic team of passionate administrators provide support, coaching and mentoring for a dedicated group of approximately 370 professional faculty most of whom hold advanced degrees in their field. All staff and faculty are engaged in ongoing professional development in their pursuit of providing the very best to each of their students. Interim Superintendent, starting July 1, 2021, has experience running a district during an ongoing search for a permanent Superintendent.

PROPOSAL REQUIREMENTS

SUBMISSION REQUIREMENTS:

1. An original and ten copies of each proposal shall be submitted by the deadline specified above, and shall be submitted in a sealed envelope addressed as follows:

North Shore Central School District
112 Franklin Avenue
Sea Cliff, New York 11579
Attention: Ms. Betty Ciampi, District Clerk
RE: Superintendent Search RFP

2. Each proposal shall provide the following:
 - a. Cover letter signed by a Firm principal
 - b. Table of contents
 - c. Comprehensive information about the Firm's
 - i. Business
 - ii. History
 - iii. Principals
 - iv. Staff
 - v. Clients
 - d. Client references
 - e. Experience in educational searches, including Superintendent and other relevant placements with particular emphasis on the past three years and LI regional knowledge.
 - f. Contact information for all references
 - g. A work plan describing:
 - i. The person or persons within the Firm who will perform the work and scope of work each will perform;

- ii. The methods to be utilized to conduct the work, including all contemplated activities necessary to identify, recruit and evaluate candidates; and,
- iii. A proposed timeline for completing the work in accordance with the District's previously stated deadline for hiring a Superintendent.

In providing a work plan, the Firms responding to this RFP should note the work involved will include, but not be limited to, the following:

- Advising, developing and executing strategies for the Board—with input from the staff and the community—to identify desired qualifications for applicants;
 - Creating a marketing plan with the Board to recruit and select a Superintendent, and, as the Board deems appropriate, developing marketing materials as outreach to prospective candidates;
 - Identifying qualified candidates both nationally and locally, with emphasis on a proactive approach to seeking out the best candidates regardless of whether or not they are currently engaged in job search;
 - Developing a recommended course of action, with the Board, for prioritizing and encouraging community involvement;
 - Serving as the primary point of initial contact for candidates, providing them with requisite information, and obtaining information on such candidates, as necessary;
 - Providing the Board a comprehensive list of all applications received;
 - Providing recommendations to the Board regarding the interviewing of candidates, after having thoroughly interviewed and performed background research with respect to such candidates. The Board will interview both preliminary and final candidates based upon recommendations by, and a dialogue with, the search firm.
- h. A statement of cost to the District for services to be provided, with a maximum estimated cost provided, along with information regarding:
- The estimated number of hours to be expended by each person in the Firm and each person's hourly rate;
 - Estimated travel expenses for each person;
 - Estimated publishing, advertising, marketing, mailing, and other distribution expenses;
 - Other anticipated costs and expenses.

The Board will interview some or all of the responding Firms and such interviews are likely to be conducted over the summer, 2021.

The Board intends to engage a firm no later than August 31, 2021. The selection of a Firm will be announced after the completion of successful contract negotiations with the Firm.