



WHITE SALMON VALLEY SCHOOLS

KEY TO THE FUTURE

170 NW Lincoln Street PO Box 157 White Salmon, WA 98672
(509) 493-1500 www.wsvsd.org

February 10, 2021

Request for Proposal for Consultant Services

The Board of Directors of the White Salmon Valley School District requests proposals for professional services to assist the board in conducting a superintendent search.

The current superintendent will complete work on June 30, 2021. The board intends to conduct a thorough search. The goal is to have a new, permanent superintendent selected no later than April 30, 2021 and for that person's employment to begin no later than July 1, 2021. The expectations of the consultant will be to conduct a thorough search for appropriate applicants and ultimately produce for the board a 'pool' of highly qualified people who meet the criteria established. The District's enrollment is 1120 students.

Proposals should include the following:

1. Suggested timeline of activities and major events in the search process.
2. Responsibilities to be assumed by the White Salmon Valley Board of Directors and the Search Consultant during each phase of the process.
3. Recommend process for developing criteria that will be used for selecting the new superintendent.
4. Recommend process for obtaining staff and student input.
5. Recommend process for obtaining parent and community input.
6. Description of the process the consultant suggests for advertising and recruitment, including measures to assure equal opportunity and other considerations.
7. Recommend process for screening, reference checks, interviews, and final selection.

8. Information about the consultant or firm making this proposal including:
 - a. Identification and resumé of the person who will take primary responsibility for the search. Names of board members from other districts who can be contacted about working with this person.
 - b. List of superintendent searches conducted in the past five (5) years for district enrollments of approximately 1000 - 5000 students.
 - 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. Fees for this search, separating out anticipated expenses for each element of the search and outlining other anticipated expenses for the district.

Proposals should be sent to:

Mr. Paul Mosbrucker, Board Chair
White Salmon Valley School District
PO Box 157
White Salmon, WA 98672

Proposals must be received by **4:00 p.m. on Monday, February 22, 2021.**

They may be mailed to the address above, emailed to

paul.mosbrucker@whitesalmonschools.org, or delivered to 170 NW Lincoln Street, White Salmon, WA 98672. Questions should be addressed to Kristyn Bryan, Executive Secretary, at kristyn.bryan@whitesalmonschools.org or (509) 493-1500.

Proposals will be screened to three (3) or four (4) finalists. The White Salmon Valley Board of Directors will invite the finalists to make an oral presentation during the week of March 1 - 5, 2021. Only proposals received by the deadline will be considered. All respondents will receive written notification of the decision.

The White Salmon Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.