

**Service Agreement
between
Austin Independent School District
and
GR Recruiting**

This Service Agreement ("Agreement", as further defined in the paragraph immediately below) is entered into and effective on the last date that the Agreement is fully executed by the Parties (as defined herein below) by and between **Austin Independent School District**, a Texas school district ("**District**"), and **GR Recruiting**, a person or business entity ("**Contractor**"). District and Contractor (collectively "Parties" and singularly a "Party") agree as follows:

This Agreement consists of the Signature Page and the following: the Terms and Conditions set forth below and all contents hereof; the Statement of Work (Exhibit A); the Basis of Compensation (Exhibit B); Criminal History Record Information Review and Contractor Certification (Exhibit C), and Additional Exhibits (Exhibits D, E, F, G, H, and I). This Agreement shall also include the Request for Proposals ("RFP"), when applicable, and Contractor's proposal.

Terms and Conditions:

GENERAL PROVISIONS:

1. **DELIVERABLES:** This Agreement requires Contractor agrees to provide services: as set forth hereunder, and as detailed in the RFP and Contractor's proposal, and as detailed in the Statement of Work (collectively, the foregoing shall constitute "Deliverables" and as applicable, singularly "Deliverable", as used in this Agreement), in a prompt, timely and professional manner. Quantities shown in the RFP are District's best estimate of District's requirements for the Agreement term but should not be construed as guaranteeing a minimum purchase quantity or establishing a ceiling. Contractor agrees services will not begin and payments will not be made by District until the Agreement is fully executed, a purchase order has been issued by District to Contractor and an invoice has been submitted by Contractor to District. Without limitation, Contractor will provide the Deliverables in accordance with the specified deadlines in the Statement of Work. Per District policy, contracted services provided by District employees or their immediate family members are prohibited without prior approval from the Superintendent or the Superintendent's authorized designee.
2. **TERM OF AGREEMENT:** Subject to Section 4, the term of this agreement shall be one (1) year upon full execution of this Agreement and continue in force for so long as any Exhibit to this Agreement remains in effect or until terminated in accordance with its terms.
3. **RENEWAL OPTIONS:** Provided that the Agreement is still in effect, the District shall have the option to renew the term of this Agreement for (**N/A**) additional one-year periods commencing at the expiration of the term as defined in Section 2 and upon the same terms and provisions set forth herein. Renewal options shall be made by amendment to this Agreement, in writing and signed by authorized representatives of Contractor and District.
4. **TERMINATION OF AGREEMENT:** Except as otherwise allowed below, this Agreement shall terminate when Contractor shall have completed all work covered by this Agreement, unless extended by written mutual agreement of District and Contractor at the time final service is completed. The District may terminate the Agreement for any reason if the Contractor fails to fulfill the obligations in a timely and proper manner. The District may terminate the Agreement by giving written notice of such termination and the effective date of the termination. In the event of termination prior to completion of the Agreement, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed to the date of termination. The District may also terminate this Agreement at any time without cause by the furnishing of a five (5) day written notice from an authorized District representative to the Contractor, but the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed to the total services of this Agreement, less any compensation previously paid.

5. **ENTIRE AGREEMENT AND AMENDMENT:** This agreement constitutes the entire Agreement of the Parties, and it may not be changed, altered, amended, modified, or rescinded except by written agreement signed by the duly authorized representatives of the Parties.
6. **ASSIGNMENT:** Neither Party shall assign this Agreement without the other Party's prior written consent; except that Contractor may assign this Agreement without District's consent to an entity: possessing a controlling interest in Contractor; that is under common control with Contractor; or in which Contractor possesses a controlling interest. Irrespective of any assignment authorized by this Section, Contractor shall be legally bound by and subject to the Agreement, and any permitted Contractor assignee shall accept such assignment with the express written acknowledgement that it shall be bound by all terms and obligations set forth in this Agreement. Any prohibited assignment shall be void. This Agreement inures to the benefit of and will be binding upon District and Contractor and their respective successors and permitted assigns.
7. **FORCE MAJEURE:** Neither Party shall be liable for any delay or failure in performance due to acts of nature, terrorism, labor disputes, riots, war, fire, epidemics, disruption of utility services or other similar occurrences that are beyond its reasonable control ("Force Majeure"). However, in order to avail itself of such excuse, the Party must act diligently to remedy the cause of and to mitigate the impact of the delay or failure.
8. **DISPUTE RESOLUTION:** In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the Parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, the Parties shall consult and negotiate with each other in good faith, and recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both Parties.
9. **SEVERABILITY:** If any provision of this Agreement is held by final judgment of a court of competent jurisdiction to be invalid, illegal, or unenforceable, the invalid, illegal, or unenforceable provision shall be severed from the remainder of this Agreement, and the remainder of this Agreement shall be enforced, except as modified to the minimum extent necessary to render the provision valid and enforceable.
10. **COMPENSATION:** District agrees to compensate Contractor for Deliverables related to the performance of this Agreement based upon work actually and satisfactorily performed not to exceed the total amount detailed in the Basis of Compensation. There is no minimum guarantee of payment. The Contractor shall not receive reimbursement for travel, meals and lodging related to any services rendered or efforts provided in fulfilling the obligations of this Agreement unless expressly authorized by District.
11. **HOLD HARMLESS AND INSURANCE REQUIREMENTS:** It is agreed that the Contractor is an independent contractor. Contractor shall be solely responsible for payment of employees and shall further be solely responsible for the withholding and/or payment of any taxes or contributions imposed by any federal, state or local governmental entity by the reason of employment. Contractor shall provide, if required, workers' compensation and public liability insurance to protect Contractor from liability for injuries or damages. Contractor agrees to hold the District harmless from any and all liability that the District may incur, including without limitation, damages of every kind and nature, out-of-pocket costs and legal expenses, incurred by reason of the Contractor's negligence or breach of this Agreement.
12. **NOTIFICATION OF CRIMINAL HISTORY OF CONTRACTOR:** Contractor must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. District may terminate this Agreement if District determines that Contractor failed to give or misrepresented the conduct resulting in the conviction. Statutory citation found in Texas Education Code §44.034. This notice is not required of a publicly-held corporation.
13. **CRIMINAL HISTORY RECORD INFORMATION REVIEW:** Contractor, whether a person or business entity, must submit to a criminal history record information review if as an independent contractor, Contractor will have continuing duties related to the contracted services and direct student contact as defined in District policy CJA (LEGAL). Contractor must certify to District in Exhibit C to this Agreement that Contractor has complied. Statutory citation found in Texas Education Code § 22.0834.

Contractor shall also ensure that a criminal history record information review, per guidance in Exhibit C to this Agreement, has been conducted on all of its employees, interns, volunteers or sub-contractors providing services for the District under this Agreement and there is no criminal history record that would prevent employees, interns, volunteers or sub-contractors from working in District facilities or events sponsored by the District. If it is determined that Contractor or any of Contractor's employees, interns, volunteers, or sub-contractors is in violation of this provision, Contractor shall immediately remove such person from the property of the District with no requirement of written notice from the District and shall prohibit such person from future entry on the property of the District. Statutory citation found in Texas Education Code § 22.0834.

14. GOVERNING LAW; VENUE, CONTRACTOR COMPLIANCE WITH LAWS: Texas law, including as applicable, the Texas Uniform Commercial Code, shall govern this Agreement and all matters in any way related to this Agreement. Wherever the term "Uniform Commercial Code" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this Agreement, and both Parties agree that venue for any litigation arising from or in any way relating to this Agreement shall exclusively lie in Travis County, Texas. Contractor agrees to abide by all District policies, directives, and guidelines, local ordinances and state and federal laws in the provision of its services, activities or programs to District, including but not limited to, the Americans with Disabilities Act, 42 USC §12111, *et seq.*, 29 CFR §1630.1, *et seq.*; Section 504 of the 1973 Rehabilitation Act, 34 CFR §104.1, *et seq.*; the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g, *et seq.*, 34 CFR §99.1, *et seq.*; Title IX of the Education Amendments of 1972, 20 USC §1681 *et seq.*, 34 CFR §106.1 *et seq.* the Health Insurance Portability and Accountability Act ("HIPAA"), any applicable federal, state, and local law and private grant requirements.
15. RETENTION OF RECORDS AND AUDIT: Contractor shall retain any books, documents, papers, and records that are directly pertinent to this Agreement, with the exception of any directive for the disposition of student data established in the District's Data Protection Agreement ("DPA"). Contractor shall make the said materials available for audit, examination, excerpt, and transcription to District, sub-grantee or grantee of funds, or their authorized representatives, for a period of seven (7) years following termination of Agreement. Contractor agrees that it will allow District to examine, evaluate and audit Contractor's performance of services provided under the terms of this Agreement. Examination, evaluation and audit may include site visitation, observation of performance in operation, interview and the administration of questionnaires to employees of the Contractor when deemed necessary.
16. SPECIAL PROVISIONS: Special provisions, changes, or additions to the provisions shall be described in the box herein below, or attached page, and are subject to express approval of the District's General Counsel.

N/A

EXHIBIT A

Statement of Work

OWNERSHIP OF WORK: Contractor recognizes that the District will have perpetual, non-exclusive, non-transferrable license to use any work product or deliverables developed by the Contractor in the performance of the services and delivered to the District, upon the District's payment in full of all amounts due hereunder. The Contractor retains ownership of all information, software and other property owned by it prior to this agreement or which it develops independently of this agreement and all work products compiled or developed by the Contractor in the performance of this agreement.

CONFIDENTIALITY: The Contractor shall maintain strict confidentiality of all information, dates or records relating to students of the District and shall not disclose information except as required to the implementation of services in accordance with the terms of this agreement, or as may be required by law.

INCORPORATION BY REFERENCE: All Invitation for Bids (IFB), Bids, Request for Proposals (RFP), Proposals, Request for Quotes (RFQ), and Quotes associated with this agreement hereunder shall be incorporated by reference.

INSTRUCTIONS:

Statement of Work will include a detailed description of required services that will be performed by the Contractor including actual tasks, deliverables, direct methodologies to be used, qualitative and quantitative designs, performance requirements and timelines (start and end dates) according to specifications and expectations of the agreement:

Description of service: *Type in service being rendered, attach quote or a detailed statement of work from Contractor.*

1. To manage the executive search process for the purpose of identifying a Superintendent for Austin ISD. The recruitment process will be in collaboration with AISD School Board, with the Board President serving as the day-to-day point of contact for GR Recruiting. GR Recruiting will provide an equitable process while maintaining the district's standard of quality. This objective will be carried out in a timely and cost-efficient manner with a benchmark of professional achievement and integrity.
2. Services will include the specifications of the bid proposal from the solicited Request for Proposal 23RFP075 - Executive Search/Recruitment Services, incorporated by reference herein and included as Exhibit A-1.
3. Compensation of services not to exceed \$42,000.00. The fee includes up to two recruiters/staff at any agreed event. At the Board's request, additional recruiters/staff can be included at a rate of \$1,500 per day plus expenses, per person. Any additional services, such as additional advertisements or events, beyond those listed in the scope may be negotiated by the board or board's designee.

Special Instructions to the District (what the District will provide i.e. Space, equipment, materials & supplies).

N/

EXHIBIT B

Basis of Compensation

INSTRUCTIONS:

Basis of compensation should include applicable rate regarding:

- an hourly rate;
- daily rate; or
- payment schedule.

and the total amount as indicated in Provision 10 of this agreement.

Note: \$25,000 and above requires the completion of the Debarment, Suspension and Ineligibility Certification form in Exhibit F.

You may attach a COMPENSATION/ FEE SCHEDULE/ QUOTE or complete the pricing information below:

See attached Compensation Fee Schedule and Quote.

Compensation	Rate of Compensation	# of units	QTY	Subtotal
<i>Example:</i>				
\$ _____	<i>Per Hour</i>	x	<i>Hours</i>	= \$ _____

\$		Per Hour	x	Hours	=	\$		
\$		Per Day	x	Days	=	\$		
\$		Per Participant	x	Participants	=	\$		
\$		Per Month	x	Months	=	\$		
\$		Materials*	x		=	\$		
\$		Other**	x		=	\$	42,000.00	
AGREEMENT TOTAL							\$	42,000.00

Payment will be made according to the District Comptroller's published Accounts Payable schedule.

Payment of the \$42,000.00 contract price will be made in two installments. The first installment, in the amount of \$22,000.00, is due on or before the 30th calendar day from execution of the Agreement. The second installment, in the amount of \$22,000.00, is due on or before the 10th calendar day from Board approval of Superintendent's Contract for Employment with Austin ISD.

****RELATED TRAVEL INFORMATION-**

If unscheduled travel is required (cost not included in total compensation) by the Contractor due to additional consultation of services requested by the District, the District will reimburse the Contractor and assigned staff travel expenses as per requirements below:

- District will only reimburse for transportation, meals and lodging expenses.(Reimbursement will not include gratuity, alcoholic beverages and entertainment expenses);
- Travel expenses must have actually been incurred during the performance period of the Agreement;
- Costs must be identifiable, supported by evidence of original receipts or other authorized payment documents; and
- Travel has to be undertaken by the most appropriate means of transport, the most direct practicable route and the least costly fare structure (economy class if air fare). Expenses for meals and lodging shall be paid within the requirements of the U.S. General Services Administration (GSA). Costs shall not exceed the allowable GSA travel rates identified by area and time period that can be located at www.gsa.gov.

EXHIBIT C

Criminal History Record Information Review Contractor Certification

As agreed to in Terms and Conditions, Section 13, Contractor is directly responsible to ensure that a criminal history record information review has been conducted and that there is no criminal history record that would prevent the Contractor or its employees, interns, volunteers, or sub-contractors from working in the District's facilities or in events sponsored by the District. Statutory citation found in Texas Education Code § 22.0834. Relevant District policy includes:

- CJA (LEGAL): Provides definitions of relevant terms such as 'covered contract employee,' direct contact with students,' etc., and Contractor responsibilities regarding criminal history record certification.
- GKG (REGULATION): Describes procedures and considerations for approval of volunteers and interns to work with students, including the appropriate background checks (fingerprint-based vs. name-based) to be conducted.
- DC (EXHIBIT): Includes District guidelines on responding to criminal history records.

To review full District policy related to criminal history record review, go to <http://pol.tasb.org/Home/Index/1146> and type policy reference (e.g., CJA, GKG, DC) into 'Search' field, or request the most recent policy updates from District Employee Relations, Office of Human Capital by emailing backgroundcheckreviews@austinisd.org

On behalf of GR Recruiting ("Contractor"), I, the undersigned authorized signatory for Contractor, certify to Austin Independent School District ("District") that:

If I, personally, will have continuing duties related to the contracted services and direct student contact, I have obtained all required criminal history record information regarding myself through the Texas Department of Public Safety's Fingerprint-based Applicant Clearinghouse of Texas ("FACT"). I further certify to the District that I do not have a disqualifying criminal history. I agree to notify District in writing within three (3) business days if I am arrested or Adjudicated for a disqualifying reason during the term of this Agreement. I agree to provide to District, upon request, my full name and any other requested information so that District may obtain my criminal history record information. I understand that District may terminate my services at any time if District determines, at its sole discretion, that my criminal history is not acceptable.

[and check one]

None of Contractor's employees, interns, volunteers, or sub-contractors are **covered employees**, as defined in Texas statute or District policy CJA (LEGAL). In the event that any of the Contractor's employees, interns, volunteers, and sub-contractors become **covered employees** during the term of this Agreement, Contractor will notify the District and submit Exhibit C.1 (Covered Employees List) to the District with updated information prior to **covered employees** coming in direct contact with students.

Or

Some or all of Contractor's employees, interns, volunteers, or sub-contractors are **covered employees**. If this box is checked, I further certify that:

- (1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.
- (2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify District in writing within three (3) business days.
- (3) Exhibit C.1 (Covered Employees List) has been fully and accurately completed with information for all of Contractor's **covered employees**. If District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at District.

I also certify to District on behalf of Contractor that Contractor has obtained certifications from its sub-contractors of compliance.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Signature
Title: President

Date

All contracted employees who will have continuing duties that will be performed at a campus or other occupied District site are subject to a national criminal background check prior to engaging in work for the District. Please review the instructions (see Attachment 1) and provide the required information on the covered employees background check form, attached as exhibit [C.1]. For additional information regarding criminal background checks, please see Austin ISD Board Policy CJA (Regulation).



EXHIBIT C.1 Covered Employees List

Austin ISD Office of Human Capital
National Fingerprint Background Review

- ✓ Complete ALL requested information
- ✓ Use a current driver's license
- ✓ Attach additional page(s), if needed
- ✓ Submit form by email to the AISD Contact Name AND backgroundcheckreviews@austinisd.org.
- ✓ Submit updates on a **NEW Exhibit C.1** to the AISD Contact Name AND backgroundcheckreviews@austinisd.org.

Agency/Provider Name:	_____
Agency/Provider Contact Person(s):	_____
Agency/Provider Phone Number:	_____
Agency/Provider Email Address:	_____
Type of Service(s) to be Provided:	_____
AISD Contact Name(s):	_____
Coordinating Dept./Campus(es):	_____

	Last Name <i>As it appears on driver's license (or Last Name used when fingerprinted)</i>	First Name <i>As it appears on driver's license</i>	Date of Birth	Driver's License #	State of Issue	Review results of the National Fingerprint Report. AISD HR USE ONLY
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

AISD HR USE ONLY

National Background and District Review by: _____

Additional Exhibits

EXHIBIT D. TRS RETIREE:

If you are receiving or have received retirement benefits through the Teacher Retirement System of Texas (TRS) or any other retirement program (Retirement Benefits), you acknowledge the following:

-The District cannot and does not make any guarantees regarding your continued right to receive the Retirement Benefits.

-You are relying on your own investigation and understanding of the law and upon the guidelines, rules, and regulations regarding employment after retirement of the program(s) under which you retired. You are not relying on any statements made by the District regarding the effect of District employment or contracting with the District on your Retirement Benefits.

-You agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District for any loss or reduction in the value of your Retirement Benefits.

-If you retired under the TRS, the District must report your employment to the TRS. You agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District based on such reports.

-You acknowledge that, because of your retiree status, the District will incur expenses over and above those associated with hiring a non-retiree in a similar position with similar years of experience. You agree that the District may reduce your pay or contracted compensation to offset these expenses, provided that your salary does not fall below the state minimum, if applicable.

If you are in fact a TRS Retiree, please print name and date of retirement below.

I, _____, confirm that I am a TRS retiree as of effective date: _____.

EXHIBIT E. DEBARMENT, SUSPENSION, AND INELIGIBILITY CERTIFICATION: Statutory citation is found in the U.S. Office of Management and Budget Circular A-102, 2 CFR 11 Part 215, and Federal Acquisition Regulation Subpart 9.4 Federal agencies, state agencies, and local governments, including the Austin Independent School District, shall solicit offers from, award contracts to, and consent to subcontracts with responsible contractors only. OMB Circular A-102, *Grants and Cooperative Agreements with State and Local Governments*, Section 1 (d), requires that Austin ISD shall not award a contract to a contractor, or consent to a subcontract with a contractor, that is debarred, suspended, proposed for debarment, or otherwise declared ineligible. "Contractor" means any individual or other legal entity that:

- (1) Directly or indirectly submits offers for or is awarded a Federal Government or Austin ISD contract or a subcontract under a Federal Government or Austin ISD contract; or
- (2) Conducts business, or reasonably may be expected to conduct business, with the Federal Government or Austin ISD.

A contract award with an amount expected to equal or exceed \$25,000 and certain other contract awards shall not be made to contractors that are listed on the Federal Government Excluded Parties List. Ref: 2 CFR 11 Part 215

Contractors submitting a bid or proposal in an amount expected to equal or exceed \$25,000 shall certify that neither their organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

I, the abovesigned officer or agent for the contractor named in the **CONTRACTOR SIGNATURE** field below, certify that neither this organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

EXHIBIT F. CAMPUS SECURITY REQUIREMENTS FOR CONTRACTORS: At all times when the Contractor, sub-contractor, staff, and volunteers enter a District facility, each individual must go to the front office of the campus and provide valid identification and justification of their presence on the campus.

EXHIBIT G. INVOICING AND PAYMENT: Once services described in "Statement of Work", Exhibit A have been performed and completed, the Contractor agrees to submit an original invoice referencing Purchase Order number requesting payment for performance: Austin Independent School District, 4000 SO I-35 Frontage Road, Austin, Texas 78704, Attention: Accounts Payable. Or email: AP_invoices@austinisd.org

EXHIBIT H. NOTICES: Any notices required or permitted by this agreement shall be in writing and delivered to the parties as set forth on page 10.

EXHIBIT I. DATA SHARING:

District agrees to provide confidential student and staff data to Contractor solely for the purpose of using Contractor's services. The terms of this agreement between Contractor and District are in effect upon full execution of this agreement and continue in force for so long as any Exhibit to this Agreement remains in effect or until terminated in accordance with its terms.

These data will be provided in an encrypted, password protected electronic format by AISD Management Information Systems (MIS). All student, staff, and program data stored or generated during the term of this agreement are considered property of the District. Upon District's written request, Contractor shall provide District with a sworn affidavit stating that the data have been destroyed. Contractor may take up to 30 days to delete all records. Contractor assures that the data will not be released to a third party without written consent of AISD General Counsel.

Contractor is hereby notified that any unauthorized disclosure of confidential student information is a violation of the federal Family Educational Rights and Privacy Act of 1974 (FERPA) found in Title 20, United States Code, Section 1232g and the implementing regulations found in Title 34, Code of Federal Regulations, Part 99, and shall not be permitted to occur. While in possession of these data, Contractor shall permit access to these data only to its employees, agents, and contractors authorized to access the Contractor's SOFTWARE program. Contractor also agrees to store the data in a secure and locked area, and to prevent unauthorized access.

Contractor acknowledges District's obligations and requirements under FERPA and agrees to provide services including, without limitation, the handling of confidential student information that is compliant with the FERPA requirements as referenced above.

The District and Contractor will enter into a Data Sharing Agreement (DSA), at the district's election, that will be incorporated into this agreement as Exhibit I-A. Failure to execute a DSA, if required, will result in termination of this agreement.

The Data Sharing Agreement, if required, between Austin ISD and Contractor will supersede any variation in terms Contractor may include on its website, promotional materials, or other publications including but not limited to any terms regarding student data privacy.

CONTACT INFORMATION FOR NOTICES

AUSTIN INDEPENDENT SCHOOL DISTRICT

(Initiator of agreement)

Contract and Procurement Services

School/Department

Annie Collier

Representative

Executive Director

Title

4000 S. IH 35, Frontage Road

Address

Austin, Texas 78704

City, State, Zip

512-414-2124

Business Telephone

Facsimile

annie.collier@austinisd.org

Business Email

January 30, 2023

Date

COMPANY INFORMATION

Contractor: Complete information, check boxes below, and respond to Purchase Order (PO) preference.

Gary L. Ray

Contractor Name

President

Title

GR Recruiting

Business Name or DBA

15927 East Echo Drive

Address

Fountain Hills, Arizona 85268

City, State, Zip

888-319-7949

Business Telephone

Facsimile

gray@grrecruiting.com

Business Email

January 30, 2023

Date

Independent Contract Certification:

Check if Contractor was previously employed by the District

Tax Information:

Check if W9 Tax Form has been completed and submitted to the District

Purchase orders (PO) are sent electronically

Please check preference:

Fax

Email

Additional contact information:

Name

Title

Business Telephone

Business Email

ATTACHMENT 1

FINGERPRINTING PROCESS FOR SERVICE PROVIDERS

If you and/or your staff have not been fingerprinted and will be providing services for AISD students, please follow the instructions below:

Step One: Fingerprint through Identogo. Austin ISD is now able to accept appointments for fingerprinting at the Austin ISD Headquarter offices at 4000 S. IH 35, Frontage Road, Austin, Texas 78704. Please see the instructions below.

If you have been fingerprinted with an ISD code in Texas or you have completed this process, skip to Step 2.

To be fingerprinted: You can make an appointment and pay online. The web address is <https://uenroll.identogo.com>

Go to the Identogo website to schedule your fingerprinting appointment. Select Texas as the state;

- Select "Digital Fingerprinting"
- Enter the service code 11FJ5N and click "Go"
- Click "Schedule or Manage Appointment"
- Enter the District ORI TX920980Z and click "Next"

After entering your personal information on the previous screen and selecting which Identification document you will need, you are ready to choose your Identogo location. You may either enter a location near your zip code or you may get fingerprinted at the Austin ISD Headquarters. To schedule an appointment at Austin ISD Headquarters, input the code SP-AUSTINISD instead of a zipcode. **This code is not to be shared.** Click "Next" under the location you are selecting to schedule an appointment.

- The last screen will allow you to select an appointment time and date.

Step Two: Once you have completed the fingerprinting process, complete the Exhibit A.1 or C.1 form in the AISD service agreement. Make sure you have your information filled out correctly on this form or it will be declined. (Please make sure to wait 24 hours after you get your fingerprints to send this in, or AISD/Human Resources staff will not be able to find your name in the system).

RFP 23RFP075

**PROPOSAL FOR
EXECUTIVE SEARCH / RECRUITMENT SERVICES
FOR**

SUPERINTENDENT OF



Submitted by:



**15927 East Echo Drive
Fountain Hills, AZ 85268
888 319 7949**

www.GRRecruiting.com

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Arizona Office Fountain Hills, AZ 85268	Iowa Office Council Bluffs, IA 51503	Missouri Office St. Louis, MO 63130	South Carolina Office Rock Hill, SC 29732	Texas Office Hutto, TX 78634
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January 7, 2023

Geronimo M. Rodriguez Jr. President
Board of Trustees
4000 S I-H Frontage Rd
Austin, TX 78704

Dear Mr. Rodriguez and the Austin Board of Trustees,

Please accept this proposal for professional executive search services to assist in the search for a Superintendent. We are a state, regional and national search firm dedicated to meeting the needs of every district seeking excellent leadership. The firm is comprised of a diverse team of 50 plus associates across the US who have extensive experience in the search business. We have a substantial recruiting network at the state, regional and national level.

Our successful Superintendent searches include having recruited most of the members of the Council of Great City Schools (CGCS). Recently we were the only search firm to attend the CGCS conference in Orlando. Please note that I recruited 6 of the 9 finalists for Superintendent of the Year, including winner Nikolai Vitti, Superintendent of Detroit Public Schools.

Our searches in Texas have included McAllen, Ft Worth, Dallas, Waxahachie, Plano, Lewisville, El Paso ISDs; and we are also working with Dallas ISD to recruit cabinet-level executive positions.

We will aggressively recruit excellent candidates who have been thoroughly investigated and determined to be a very good match to the superintendent profile. In addition, we have a unique partnership with *K12 Insight*, a firm that specializes in community engagement using a powerful customer experience platform.

After the search, the District can expect exceptional support from our firm and from our partnership with *K12 Insight*. This comes in the form of useful data and improved communication with stakeholders and parents.

Sincerely,

Gary L. Ray

Gary L. Ray, President grray@grrecruiting.com
15927 East Echo Drive, Fountain Hills, AZ 85268
888-319-7949 Office
319-389-0119 Cellular

III. A. Preface and VI. Proposal Format

Executive Summary and Summarization of the Proposal

Our proposal will be comprised of a letter of introduction describing our interest in the Austin superintendent search, with a brief description of our firm and specialization in recruiting quality candidates to fulfill our client district's needs. We will describe our firm's associates and their experience and background qualifying them to recruit and evaluate candidates for the position. Our proposal will give examples of searches we have completed, which would be comparable to Austin Independent School District throughout the nation, indicating the tenure of the placements. We will indicate our search experience with large urban districts across America. We can provide an open or partially open exposure search depending on the wishes or requirements of the Austin Board of Trustees, and accommodate any timeline to satisfy the district's needs.

GR Recruiting begins the search process with individual interviews of each Board of Trustee member to gain their input on the attributes they are seeking in their new superintendent. We develop a timeline and determine a salary range and benefits package, as well as a marketing and recruitment plan with electronic advertisements. It is important to establish a district point of contact for continuous communication regarding the search progress. GR Recruiting holds extensive stakeholder meetings to gather input data for superintendent profile. Our firm will aggressively recruit, interview and screen candidates to determine their viability. We will present with videos and applications materials the top candidates to the Board of Trustees. GR Recruiting will assist the Board to develop the process and questions for two levels of interviewing including open or partially open presentation of top candidates to the community. We will perform extensive background investigation through an outside profession firm, C-4 Operations on the top two candidates. If requested GR Recruiting cand assist the board of Trustees with contract negotiations and a press release to the community.

III. B. Proposal Section I

Firm's Experience and Individual Experience for Personnel Who Will Perform This Service

GR Recruiting is a diverse firm with a wealth of experience. We are able to meet all the requirements of the Austin Independent School District for the Superintendent search. Owner/founder Gary Ray, has nearly fifty years of experience in educational leadership and recruiting top quality candidates for searches. **Gary Ray was Founder and President of Ray and Associates for 42 years. In 2017 Gary sold Ray and Associates, and in 2019 reentered the search profession as GR Recruiting with all but a few of his previous associates joining him in this new endeavor. The mission of GR Recruiting is to not only continue to recruit and place superior education leaders, but to offer support to the newly placed educator and the board he represented to ensure a successful transition.** GR Recruiting's Associates' various careers in school leadership and their search efforts average more than fifteen (15) years. The key to our success is that every Associate understands educational leadership and what it takes to match candidates to School Board expectations.

We have extensive experience working with diverse, urban districts. Recently we attended the Annual Conference of the Council of Great City Urban Schools; we have conducted Superintendent searches for most of the member Districts. In fact, Gary Ray recruited 6 of the 9 finalists for this year's Urban Superintendent of the Year, including this year's winner Nikolai P. Vitti from Detroit Public Schools. We are familiar with Austin ISD having completed a Superintendent search with your District previously.

In addition to our relationship with the Council of Great City Schools, GR Recruiting has strong relationships with key state, regional and national organizations including the American Association of School Administrators (AASA), State Administrator and School Boards Associations, including Texas Association of School Boards (TASB) and the Texas Association of School Administrators (TASA), National Alliance of Black School Educators (NABSE), and the Association of Latino Administrators and Superintendents (ALAS).

Our firm is highly sensitive to issues of equity and diversity. We have relationships with organizations that address the needs of individuals of color and women in leadership roles. Our firm also employs a very diverse group of search leaders and team members. We will provide our clients with a diverse pool of candidates to meet the Board's profile criteria.

GR Recruiting has always emphasized the performance of not only the Superintendent once in office, but the actual performance of the school District under their leadership. We have a network of resources to assist districts after the search is completed. We work with *K12 Insight*, a company dedicated to effective communication practices and customer service. Our objective is to provide our clients with the best possible opportunities for improved communication, district management and student achievement.

Our recruitment efforts will be both aggressive and pertinent to the position profile, which is created with input from all stakeholders. We are unsurpassed in pursuing likely candidates who have good jobs, and therefore need to be recruited. All applications are screened, and only those who meet the Board's profile will be advanced to candidate status for further intensive background investigations.

Please note, we find people for jobs and not jobs for people. We take care of all applicants to encourage and process their submissions. And yet we never accept fees from candidates. Our client school districts and Boards understand that we work for them exclusively, and we will provide highly qualified candidates; all of whom will be capable of meeting or exceeding your expectations. No surprises!

Mission Statement:

"Committed to our Clients by recruiting and supporting outstanding educational leaders"

VI. B. Proposal Format Section 1 a.

Name and Address of the firm.

Gary Ray and Associates, Inc. dba: GR Recruiting

15927 East Echo Hill Drive
Fountain Hills, Arizona 85268

VI. B. Proposal Format Section 1 b.

Description of the Firm

GR Recruiting is an executive leadership firm specializing in superintendent searches. GR Recruiting was founded in 2019. President and Founder Gary Ray, has been in the executive search business since 1975. He founded Ray and Associates and conducted searches throughout the country for 42 years. After selling Ray and Associates Gary Ray with the following of the majority of his associates reentered the search profession as GR Recruiting not only to continue to recruit highly qualified leaders for school districts, but to offer continued support to the individuals placed in these crucial educational positions. The principals of GR Recruiting are Gary Ray, President, and Christine Kingery, Senior Vice President.

PRINCIPALS OF THE FIRM

Gary Ray, Founder/President

Gary is President of GR Recruiting possessing over 40 years of experience in the school executive search business. He supervises all searches conducted by the firm and will directly interact with the team on this search and any committee that may be established on all details of this search. Mr. Ray is a former school administrator with an advanced degree who has worked with hundreds of school boards spanning over four decades. Gary has long been a leader among executive search firms, including a frequently sought-after presenter and keynote speaker at state and national conventions. His knowledge of successful leaders and contact with them has proven to be an invaluable resource in our searches.

Christine Kingery, Senior Vice President

Christine Kingery is Sr. Vice-President of GR Recruiting; she previously served as Vice-President of Ray and Associates for 43 years. She is responsible for operations and finance. Ms. Kingery's educational background is in Educational Media and TV Production, but has been working with Administrative Educational Placement for over 42 years.

VI. B. Proposal Format Section I c.

Executed copies of the certifications and required forms are: included in the Addendum at the end of the proposal.

VI. B. Proposal Format Section I d.i.

Description of GR Recruiting and Project Team Capabilities

GR Recruiting is a diverse firm with a wealth of experience. The firm is able to meet all the requirements of the Austin ISD Superintendent search. Owner/founder Gary Ray, has nearly fifty years of experience in educational leadership and recruiting top quality candidates for searches. GR Recruiting's Associates' various careers in school leadership and their search efforts average more than ten (10) years. The key to our success is that every Associate understands educational leadership and what it takes to match candidates to School Board expectations.

GR Recruiting has extensive experience working with diverse, rural and urban districts. Most of the firm's Associates have themselves been district leaders from communities of various sizes and demographics. Gary Ray and his Associates recruited Superintendents for most of the members of the Council of Great City Schools. Recently GR Recruiting was the only search firm to attend the CGCS conference in

Orlando. Please note that Gary Ray recruited 6 of the 9 finalists for Superintendent of the Year, including winner Nikolai Vitti, Superintendent of Detroit Public Schools.

Having previously worked with Austin ISD placing Paul Cruz, GR Recruiting searches in Texas have included McAllen, Ft Worth, placing Dr. Kent Scribner, Dallas, Waxahachie, Plano, Lewisville, El Paso ISDs; and we have also working with Dallas ISD to recruit cabinet-level executive positions.

GR Recruiting has strong relationships with key state, regional and national organizations, including the Council of Great City Schools, American Association of School Administrators (AASA), State Administrator and School Boards Associations, National Alliance of Black School Educators (NABSE), and the Association of Latino Administrators and Superintendents (ALAS). We will also be attending the TASB Conference as well as the AASA Convention in San Antonio this year for the purposes of recruiting highly qualified candidates for our searches.

The firm is dedicated to excellence and to delivering utmost client satisfaction. GR Recruiting is highly sensitive to issues of equity and diversity. The firm has relationships with organizations that address the needs of individuals of color and women in leadership roles. The firm also employs a very diverse group of search leaders and team members. GR Recruiting will provide our clients with a diverse pool of candidates to meet the Board's profile criteria.

GR Recruiting has always emphasized the performance of not only the Superintendent once in office, but the actual performance of the District under their leadership. The firm has developed a network of resources to assist districts after the search is completed. GR Recruiting works with *K12 Insight*, a company dedicated to effective communication practices and customer service. The objective is to provide the best possible opportunities for improved district management and student achievement.

The recruitment efforts will be both aggressive and pertinent to the position profile, which is created with input from all stake holders: School Board, teachers, staff, student and constituents. GR Recruiting is unsurpassed in pursuing likely candidates who already have good jobs, and therefore need to be recruited. All applications are screened, and only those who meet the Board's profile will be advanced to candidate status for further intensive background investigations.

Please note, GR Recruiting will find people for jobs and not jobs for people. While the firm will take care of all applicants to encourage and process their submissions. But it must be noted that GR Recruiting will never accept fees from candidates. Client school districts understand that GR Recruiting works for them exclusively, and will provide highly qualified candidates; all of whom will be capable of meeting or exceeding expectations.

VI. B. Proposal Format Section I d.ii

SEARCHES CONDUCTED BY GARY RAY AND GR RECRUITING ASSOCIATES FOR DISTRICT MEMBERS OF THE COUNCIL OF GREAT CITY SCHOOLS

GR Recruiting has conducted successful superintendent searches for most of the Districts in the Council of Great City Schools. Recently GR Recruiting was the only search firm who attended the Conference of the Council of Great City Schools in Orlando. In fact, Gary Ray, Founder and President of GR Recruiting recruited 6 of the 9 finalists for this year's Urban Superintendent of the Year, including the winner Nikolai P. Vitti from Detroit Public Schools. In the list below, Texas districts for which Gary Ray and GR Recruiting Associates have conducted Superintendent searches are highlighted in yellow.

Albuquerque Public Schools
Anchorage School District
Austin Independent School District, placing Paul Cruz
Baltimore City Public Schools
Birmingham City Schools
Broward County Public Schools
Charlotte-Mecklenburg Schools
Clark County School District
Cincinnati Public Schools
Des Moines Public Schools
Detroit Public Schools Community District
Duval County Public Schools
El Paso Independent School District placing Xavier De La Torre
Fayette County Public Schools
Ft. Worth Independent School District – placing Dr. Melody Johnson and Dr. Kent Scribner
Hawaii State Department of Education
Hillsborough County Public Schools
Jackson Public Schools
Jefferson County Public Schools
Kansas City Public Schools
Milwaukee Public Schools
Norfolk Public Schools
Oakland Unified School District
Oklahoma City Public Schools
Omaha Public Schools
Rochester City Schools District
Sacramento City Unified School District
Seattle Public Schools
Shelby County Schools (Formerly Memphis City Schools)
St. Paul Public Schools
The School District of Palm Beach County

VI. B. Proposal Format Section I d.ii (cont.)

Our other Texas searches include: McAllen, Dallas, Waxahachie, Plano, Lewisville, Independent School Districts. And currently, GR Recruiting is working with Dallas Independent School District to recruit cabinet-level executive positions.

In the last 5 years, GR Recruiting placements have all remained in their position for at least 2 years or longer. **All placements have stayed longer than 2 years.**

Additional recent superintendent and educational leadership searches :

District	State	Enrolled	Reference	Phone	Email
Fairfax County Public Schools	VA	180,000	Stella Pekarsky Bd President	[REDACTED]	[REDACTED]
Springfield Public Schools	MO	23,000	Alina Lehnert Board President	[REDACTED]	[REDACTED]
Olathe School District	KS	29,244	Rick Schier Board President	[REDACTED]	[REDACTED]
Dallas Independent School District	TX	156,832	Michael Hinojosa Superintendent	[REDACTED]	[REDACTED]
Bettendorf Community School District	IA	4,489	Adam Holland, Past Board President	[REDACTED]	[REDACTED]
Hillsborough County Public Schools	FL	223,305	Lynn Gray, Board Chairman	[REDACTED]	[REDACTED]
Bloomfield Hills School District	MI	5,470	Paul Kolin President	[REDACTED]	[REDACTED]
Green Hills Area Education Agency	IA	38,000	John Gambs Board President	[REDACTED]	[REDACTED]
Boulder Valley School District	CO	31,000	Tina Marquis Board Member	[REDACTED]	[REDACTED]
Edmonds School District	WA	21,000	Deborah Kilgore, Ph.D. Board President	[REDACTED]	[REDACTED]
Everett Public School	WA	21,000	Caroline Mason Board President	[REDACTED]	[REDACTED]
Gresham Barlow School District	OR	11,900	Kris Howatt, Board Member	[REDACTED]	[REDACTED]
School District of Palm Beach County	FL	321,230	Chuck Shaw, Chairman of the Board	[REDACTED]	[REDACTED]
Indian Prairie School District 204	IL	28,500	Michael Raczak President	[REDACTED]	[REDACTED]
Lake Oswego School District	OR	9,000	Liz Hartman, Former President	[REDACTED]	[REDACTED]

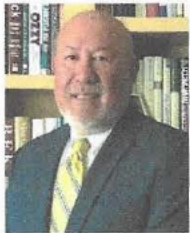
VI. B. Proposal Format Section I d.iii

Project Team

These are the principals who will work with Austin ISD. These experienced associates will recruit, screen and conduct background checks. The firm may engage additional associates as needed for recruitment of candidates on the search project.



Gary Ray, Founder and President of GR Recruiting has extensive experience in the school executive search business. He supervises all searches conducted by the firm and will directly interact with the team on this search and any committee that may be established on all details of this search. Mr. Ray is a former school administrator with an advanced degree who has worked with hundreds of school boards spanning over four decades. Gary has long been a leader among executive search firms, including a frequently sought-after presenter and keynote speaker at state and national conventions. His knowledge of successful leaders and contact with them has proven to be an invaluable resource in our searches.



Robert Alfaro has a Masters degree from Sul Ross State University in Alpine, Texas. Robert is a graduate of the Broad Urban Superintendent's Academy. Robert served as an area superintendent in the Clark County School District, one of the largest School Districts in the Country, Associate Superintendent in San Antonio Independent School District and Superintendent in Premont School District in Texas.

Robert has conducted numerous searches in the Southwest region of the country, as well as nationally for diverse school districts. Mr. Alfaro has been involved with the ALAS Cohort program for many years.



Heather Cruz served as Assistant Superintendent for Educational Services for the Cartwright School District. Located on the West side of the valley in Phoenix, Arizona, the district serves well over 15,000 pre-K-8 students and 900 teachers, and is a majority minority district with an SES approaching 90%. Dr. Cruz brings a wealth of education experience serving as teacher, administrator, assistant superintendent, deputy superintendent and associate superintendent at the state level. As a well-known contributor and expert in the area of teacher supervision, school law and policy, Dr. Cruz serves as an adjunct professor

for Arizona State University and Northern Arizona University. She is an active member of Arizona School Administrators where she has served as President, and currently serves as the Treasurer and Webmaster for the Best Public Education in Arizona Foundation. She is also the Chief Academic Officer and Co-Founder of Ribbit Learning Company.

Cruz is an ongoing advocate for district public schools where she works passionately to ensure that all students achieve success.



Gloria Davis has been an educator for over 46 years primarily in the area of administration. She has served as Superintendent of Schools for the past 16 years in urban and multi-cultural school districts in Decatur, Illinois and Dodge City Kansas. She was most recently responsible for leading the education reform initiative as Superintendent of Schools for the Illinois Department of Juvenile Justice. Ms. Davis has served as an elementary teacher, elementary and middle school principal and Assistant Superintendent of Curriculum and Instruction in University City, Missouri, which is an inner-ring suburb of St. Louis, Mo where she is from originally. Gloria has been able to provide meaningful information in her presentations and workshops throughout the years. Her most recent presentations on the "School To Prison Pipeline" and "How To Enhance Achievement For All Students" are examples of presentations that have been well received by educators. Gloria has served on the NASBE Board assisting them with their Superintendent Commission. As a consultant, Ms. Davis has completed numerous Superintendent Searches over the last seven years, placing excellent urban Superintendents in Districts where they continue to be successful. She is an educator who truly values student and staff success. Ms. Davis resides in downtown Chicago.



Shonda Hardman is a proud native of Houston, Texas. She moved to Washington, DC to attend Howard University and later used her experience in Journalism to serve two Texas Congressmen. She made a pivotal decision to leave Capitol Hill and pursue a career in education. She has served students in urban school districts for the last twenty-five years. She has served as principal, assistant principal and instructional coach. She also worked as Academic Superintendent in Boston and as a Network Chief in Chicago where she coached, supervised, and supported principals. Dr. Hardman most recently served as a Chief of Schools in Houston, TX where she was responsible for leading the work of two-hundred and eight-four schools. She has experience working on the corporate side of education where she served as a consultant with Franklin Covey's educational division. In this role she coached principals and school executives with a primary focus on improving outcomes in the urban schools. Dr. Hardman is currently leading PRIME, an academic acceleration system, designed to support secondary students in Reading and Writing. The highlight of her work through PRIME is to increase entrance rates and overall success of high school students in the nation's elite institutions of higher learning.

VI. B. Proposal Format Section I d.iv

Experience with Open or Partially Open Searches

GR Recruiting has conducted open and partially open searches. The superintendent searches for Austin Independent School District (Dr. Paul Kruz), Kansas City and Fairfax County Public Schools, Virginia, Omaha, and Cincinnati were partially open searches. Gary and the firm's associates have conducted several searches in Florida, all of which were open searches. These include:

Hillsborough County, Broward County, Marion County, Duval County, Indian River County, Collier County, Palm Beach County, Orange County, Sarasota County, and also the Florida State Superintendent of Schools (twice).

Search formats have included public forums in which the top 2 to 3 candidates meet separately with the public. Individuals may submit questions to the Board moderator for these forums. The public listens to the responses from each candidate finalist.

VI. B. Proposal Format Section I d.v.

Ability and availability to support varied meeting times

GR Recruiting is flexible and available to support varied meeting times and dates.

VI. B. Proposal Format Section I d.vi.

Plan for a customized search

The survey data and community forums will be compiled by *K12 Insight* and shared with the Board. This information will be used to create a customized superintendent profile as well as provide information for "onboarding" the new superintendent and Board planning.

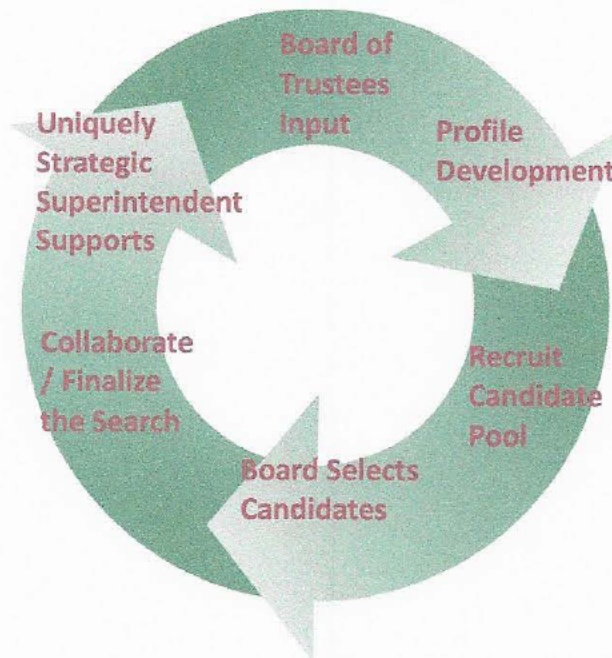
GR Recruiting will customize the search to the unique needs of Austin ISD. The firm uses surveys and public forums to gather input from the stakeholders: community, Board, and staff. GR Recruiting's associates are available to visit various parts of the community to gather information from constituents in Spanish or English as needed.

VI. B. Proposal Format Section II

Process and Procedures

The Process

Austin Independent School District



Step 1. The Board of Trustees Involvement at the Start

- ◆ Individual Facetime, Zoom, Google type interviews with each member to assess perspectives that lead to an accurate profile for the position.
- ◆ Establish a comprehensive timeline for the search.
- ◆ Determine the salary range and benefits package.
- ◆ In consultation with the Board, we will develop a marketing and recruitment plan. We will place the search information on the district and GR Recruiting websites and the National Alliance of Black School Educators (NASBE), the Association of Latino Administrators (ALAS) and Education Week.

Step 2. Staff and Stakeholder Involvement

- ◆ Assess Board and stakeholder concerns and preferences utilizing our firm's 28 item research-based survey which is available in a variety of languages. The survey is done in conjunction with our partnership with K12 Insight which specializes in community engagement data.
- ◆ If desired, we will provide in person, virtual or a combination of both for meetings with predetermined groups of people approved by the Board to interact with them about characteristics that are vital for the position profile

The Process (CONT.)

Step 3. Recruitment and Screening of Applications

- ◆ Ensure communication with associates working the search and any known details that are relevant.
- ◆ Aggressively recruit applications from individuals known for their traits that match those of the District.
- ◆ Make broad contacts throughout the educational profession for referrals of individuals to strongly consider.
- ◆ Screen all applications to determine whether to move them forward as possible candidates. Screening is always performed carefully considering the District's profile for the position.
- ◆ We will interview all candidates to assess actual interest and viability. This is accomplished by virtual candidate interviews responding to a set of questions relevant to District, professional and personal information.
- ◆ Perform extensive background investigations on top candidates. Much of this work is done to protect the confidentiality of both the candidate and the persons who are willing to become references. This, of course, goes far beyond the references listed by the candidates.

Step 4. Presenting the Candidates

- ◆ We will provide an overview of the entire candidate pool.
- ◆ We will give an analysis of the top qualified candidates.
- ◆ The Board will view top candidate interview videos.
- ◆ The Consultant will discuss each candidate's qualifications.
- ◆ Board members will participate in a consensus building exercise to develop a ranking of candidates to determine those to advance for further interviews. Top candidates first round interviews via in person, Zoom, Google or by the Board's preferred platform.
- ◆ Consultant and Board will finalize board approved first round interview questions for the top candidates.
- ◆ Firm will assist in all scheduling details necessary to enhance the Board's interview process.
- ◆ We will develop all standard application forms to ensure compliance with state laws.
- ◆ Firm will provide the Board with criminal, civil, social security, DMV records to ensure that there are no last-minute surprises. This also includes verification of past employment and education degrees. This is provided at no additional cost for the top candidates.
- ◆ Following the first round interviews the Board will select the top 2-3 candidates to interview for a second round. If the Board determines a partial open search the firm will moderate a public interview session/meet the candidates forum.

The Process (CONT.)

Step 5. Concluding the Search

- ◆ If requested, assist the District's legal staff in negotiating a contract with the new Superintendent.
- ◆ All files will be subject to disposal and all unsuccessful candidates will be respectively notified.
- ◆ The Firm will assist the Board in developing a press release announcing the selection of the new Superintendent.
- ◆ GR Recruiting has a unique partnership with the nationally recognized company, K12 Insight which specializes in solutions for Community Engagement, Online Surveys, Customer Service for Schools, and School Communications. Our survey results provide the Board with valuable information that can enhance the new superintendent's transition into the district.

VI. B. Proposal Format Section II Timeline



AUSTIN INDEPENDENT SCHOOL DISTRICT SUPERINTENDENT SEARCH **SAMPLE** TIMELINE - By Date (Actual dates to be determined at the first meeting.)

<u>DATE</u>	<u>PROCESS</u>
<u>Wk of 01-30-23</u>	Planning meeting with Board of Trustees or their representatives.
<u>Wk of 01-30-23</u>	Individual Trustee Interviews.
<u>Wk of 01-30-23</u>	Begin preparing information for the District promotional materials.
<u>Wk of 01-30-23</u>	Notify all associates and other professional contacts of vacancy.
<u>Wk of 02-06-23</u>	District notify stakeholders regarding input opportunities via online survey <u>week of 02-06-23</u> to schedule stakeholder input meetings.
<u>Wk of 02-06-23</u>	Online survey link, for input on developing the profile, available on District website
<u>Wk of 02-20-23</u>	Meetings with stakeholder groups.
<u>02-27-23</u>	12 p.m. deadline for survey/input from stakeholders, and Board of Trustee members, including online survey.
<u>03-06-23</u>	Board of Trustees to finalize Superintendent profile
<u>03-07-23</u>	Begin accepting applications from candidates and recruitment of candidates who meet the district profile.
<u>03-30-23</u>	Deadline for all application materials.
<u>04-10-23</u>	Search firm will present top candidates to the Board of Trustees and provide a link to candidate materials and videos (In closed session) and discuss candidates to be interviewed. The Board of Trustees will also finalize 1 st round Board of Trustees interview questions.
<u>Wk of 04-17-23</u>	Interview selected candidates (1 st round).
<u>Wk of 04-17-23</u>	Meeting with consultant following the last interview.
<u>Wk of 04-24-23</u>	Interview top candidate(s) (2 nd round). (optional) Community engagement of top candidates
<u>Wk of 04-24-23</u>	Meeting with consultant following the last interview.
<u>Wk of 04-24-23</u>	Announce finalist.
<u>Wk of 05-14-23</u>	Offer the contract.
<u>TBD</u>	Finalize support options for Board of Trustees and new Superintendent.

*All applications will be reviewed. Materials received after the closing date may be given full consideration depending upon the number of applications received and other factors.

VI. B. Proposal Format Section II

Timeline (Cont.)

PHASES, TASKS AND TIME OF THE SEARCH PHASES

Austin Independent School District

Phase of Search	Tasks at Each Phase	Estimates
I Board Involvement	<ul style="list-style-type: none"> • Meet with the School Board to do the following: • Establish Superintendent search operating procedures, timelines, meeting dates, strategies for advertising and recruiting, and develop announcement materials of leadership opportunity • Notify GR Recruiting Associates and professionals in the field of vacancy. 	1 week
II Staff and Stakeholder Involvement	<ul style="list-style-type: none"> • If desired the District notifies all component school districts, staff and stakeholders regarding input opportunities. • Survey link is posted on-line to gather input and develop the candidate profile – available on-site website • Finalize Superintendent Profile & approve online application 	2 weeks
III Recruitment & Applicants	<ul style="list-style-type: none"> • Targeted, confidential outreach to leaders who might not be seeking a new job. • Accept candidate applications & outreach to candidates matching the District Profile • Deadline for all applicants • Paper screen and complete candidate reference checks 	4-6 weeks
IV Present Slate of Candidates	<ul style="list-style-type: none"> • Search team reviews matching candidates and determines slate • Search team meets with School Board in closed session to discuss/determine candidates to be interviewed in the 1st level Interview. • Board finalizes Round 1 candidate interview questions 	1 week
V Interviews & Concluding the Search	<ul style="list-style-type: none"> • Schedule all Round I and Round 2 (if needed) interviews. • The School Board and consultants will agree upon an interview format that is best suited to the needs of the District. • GR Recruiting consultants will facilitate the interview and subsequent deliberation process as needed, after which Round II interview questions are finalized. • Round II interviews and subsequent deliberation process facilitated by GR Recruiting as needed for a open/partial open search • While the basic compensation package will be developed at the outset of the search, GR Recruiting will ensure that contract negotiations and the eventual employment agreement reflect all parties' understanding and expectations. 	1 week
VI Ongoing Support for Superintendent & Board	<ul style="list-style-type: none"> • Customizable support for the School Board and new Superintendent includes: <ul style="list-style-type: none"> ○ Entry plan assistance for the Superintendent and Board. ○ Assistance in preparing an introduction for the new Superintendent. 	Ongoing

GR Recruiting will provide outreach and engagement in Spanish-speaking areas of the Austin Community. Our team includes bilingual speakers who are familiar with your community. Community Forum comments as well as extensive survey data will be shared with the Board. The Board may use this information to create a superintendent profile. The profile will be included in all online publications advertising the opening.

Balancing Community Transparency with Candidate Privacy

GR Recruiting understands the importance of protecting candidate privacy. Good candidates who have jobs are sometimes only comfortable applying if they know their privacy will be protected. We are well aware of this sensitive issue and work to assure candidates that their names will not be released unless they are one of the top 2-3 candidates for the position.

VI. B. Proposal Format Section III Financial Proposal

Cost Breakdown

The Consultant Fee. The base fee for the performance of the Superintendent search by GR Recruiting as provided in this Proposal will be thirty-five thousand dollars (\$35,000). The firm will discuss any modifications relating to the search fee regarding our services at the formal presentation. The Superintendent search fee shall be paid in three (3) installments; 1/2 of total fee is due upon signing of the contract; 1/4 of fee is due at the time of the stakeholder meetings; and the final 1/4 of fee is due when the Superintendent is officially hired by the District. There is no charge by GR Recruiting for the services to assist the School Board in negotiating a contract with the new Superintendent and the development of the contract terms.

Any fee for services requested beyond the scope of work described in this proposal would be approved by the board prior to requested services being performed.

Consultant Reimbursed Expense. Certain expenses, including travel, lodging, meals, shipping, and other search related expenses will be kept to a minimum and are to be reimbursed by the District. Said expenses will be invoiced as they occur and will include a detailed account listing of such expenses.

Advertising Expenses. Will be billed separately to the district with board approval.

Candidate Expenses. If the District determines to reimburse candidates for interview expenses, expenses may include travel, lodging and meals for the candidate and spouse. Candidates are to submit all receipts and expense documentation to a designated individual at the District and said expenses will be paid as they occur.

Cost Saving Expense Options. GR Recruiting is aware of budget concerns and therefore offers several cost saving options: 1) Conduct meetings with our consultants via video conference such as Zoom, Skype, Google, or other medium, which could save dollars in travel expenses; 2) Utilize our materials electronically (via e-mail); and 3) Boards may conduct 1st round candidate interviews via Zoom to reduce candidate travel expenses. Once the Board narrows the candidates down to the finalists, the intent will be to interview each finalist in-person with the Board.

ESTIMATED COSTS CHART
FOR
AUSTIN INDEPENDENT SCHOOL DISTRICT

CATEGORY	PRICE
BASE FEE	\$35,000.00
EXPENSES and TRAVEL (As Needed) Estimated cost for GR Recruiting Associates to travel to Austin Independent School for on-site meetings (to be inclusive of all travel, lodging, meals, etc.) ¹	\$4,000.00
ADVERTISING Estimated expense for board approved advertisements ²	\$3,000.00
TOTAL SEARCH COST	\$42,000.00

Does not include candidate interview expenses.

SATISFACTION GUARANTEED

We provide a termination provision in our contract with Austin ISD. If the District or GR Recruiting terminate this agreement, the District will be charged only for the work performed and expenses incurred up to the date of termination. If the School Board is dissatisfied with the new Superintendent *within two (2) years from the date of employment* of the Superintendent and if either party dissolves that relationship by resignation or termination within a two (2) year period of the initial employment, the firm of GR Recruiting will conduct a new Superintendent search at *no cost* to the District, except for expenses incurred.

¹ The \$4,000 travel expense would be a cost savings if search meetings were conducted via virtual medium

² All Board approved advertising would be billed to the District

VI. B. Proposal Format Section IV Recent References

Springfield Public Schools Superintendent Search (Largest school district in Missouri)
1359 E St Louis St, Springfield, MO 65802
Denise Fredrick, Board President

Omaha Public Schools
3215 Cuming Street, Omaha, NE 68131
Matt Ray, Chief of Staff

Fairfax County Public Schools
8115 Gatehouse Road
Falls Church, VA 22042
Superintendent Search 1/22-4/22
Stella Pekarsky, Former Board President

Raytown Quality Schools
6608 Raytown Road
Raytown, MO 64133
Superintendent Search 2/22
Alonzo Burton, Board President

Everett Public Schools
3900 Broadway
Everett, WA 98201
Dr. Ian B Saltzman, Superintendent

GR RECRUITING SEARCH FIRM EQUITY PROGRAM

The GR Recruiting Equity Program is developed on the concept of strengthening leadership at all levels while continuing to establish a positive direction for school districts that includes maintaining positive improvements where every student is getting what they need for true success.

The GR Recruiting Equity Program contains five modules that have been designed to address the key areas which will assist any district in addressing the many challenges and desired outcomes needed to provide equity throughout the district.

GR RECRUITING FIVE EQUITY MODULES:

I. SUPERINTENDENT AS AN EQUITY LEADER

The Superintendent as an Equity Leader Module is a unique, professional learning program designed to assist veteran, early-career, and prospective superintendents with the effective work of change and equity leadership in complex educational systems. One of the critical areas this module is focused on is assisting superintendents with forming a meaningful guiding coalition around change and equity which empowers others to act on the same vision.

II. BOARD - GOVERNANCE THROUGH EQUITY LEADERSHIP

This Board/Superintendent Governance Module includes unique, professional learning elements designed to assist board members and their superintendents in helping to maintain and establish the effective work of school board governance and equity leadership. Among the topics covered will be a review of Board Policies and Agreements on how the board and superintendent come to consensus on how to work together in the best interest of the district especially as it relates to equity issues.

III. EXTERNAL STAKEHOLDERS FOCUSED ON EQUITY

The External Stakeholders Module is focused on helping school superintendents and their executive staff provide insight and perspective about equity to external stakeholders. The goal is to gain support from all stakeholders and develop viable partnerships that foster opportunities for all students to excel.

IV. SUCCESS BASED ON EQUITY FOR DISTRICT STAFF – THE POSITIVE BENEFITS

The Staff Equity Module is a unique professional learning opportunity designed to provide veteran, early-career staff, along with building and central level administrators with knowledge and skills needed to ensure that equity is an integral component of the entire district which includes overall building and classroom culture. This module will focus on the importance of leadership at all levels, in and outside of the classroom, and assist districts with the tools needed to make sure equity is prioritized in every aspect of the district and school environment to achieve excellence for students and staff.

V. EQUITY FOR ALL AS IT RELATES TO DISABILITIES -

“Inclusion is a mindset, not a specific activity or program”

The Equity for All as it relates to students with disabilities module is a unique professional learning for board members, superintendents, district curriculum leaders, administrators, and teacher leaders.

Areas of focus in this module include policies, processes and placement related to identification and service delivery for students with disabilities. Focus will also be on building district capacity for leading and supporting inclusive practices at school sites, as well as, providing inclusive scheduling for students. This would include providing support for students in inclusive classrooms and other general education settings. This module will also focus on collaborative teaching practices which allow general and special educators opportunities to collaborate on instruction, assessment, behavioral and learning support goals for students with disabilities. The primary focus will be - Providing an atmosphere that promotes a sense of belonging, equity, acceptance, and individual worth.

WHY GR RECRUITING IS UNIQUE

- We have conducted more urban Council of Great City Schools searches than any search firm.
- Recruiting qualified candidates is our strength and trademark.
- We have the most respected, accomplished, diverse team of 60 plus Associates across the nation.
- We use a thorough process that is customized to meet the needs of our clients.
- Proven track record placing highly qualified candidates
- Our strong recruiting relationship through state and national organizations.
- Great care is taken to assign Associates who will become strongly aware of the District's needs in order to coordinate the search; including diverse men and women with wide ranging accomplishments in education, military, non-profits and the private sector.
- Our thorough background checks of top candidates
- A history of our Associates placing women and individuals of color in leadership positions
- We have a proven record of aggressively recruiting a diverse pool of candidates that match our client's profile
- We have had great success in long-tenure placement of candidates by our Associates.
- We aggressively recruit highly accomplished individuals who may not currently be in the job market, including "rising stars".
- Our candidate profile survey provides additional data from K12 Insight which is critical for the Board and Superintendent to be successful
- We have significant experience in recruiting and placing non-traditional and hybrid candidates who have a background in both education and the private sector.
- Beyond the search, GR Recruiting can provide an ongoing leader mentoring/support from some of the most experienced, diverse consultants in the nation.
- GR Recruiting has a unique partnership with a nationally recognized company, K12 Insight which specializes in Community Engagement through Surveys, and Customer Service for Schools, and School Communications.
- Our process provides valuable information beyond the candidate profile from the Board, staff and stakeholders during the search process, as well as survey data that can be used to enhance the new superintendent's transition into the district. *This process is provided at no additional cost, and no other firm provides this service.*
- We provide a two year guarantee on placement of candidates, including complete professional background checks of top candidate conducted by an external firm *at no added cost.*

Mission Statement:

"Committed to our Clients by recruiting and supporting outstanding educational leaders"