



# Rancho Santa Fe School District

P.O. Box 809, Rancho Santa Fe, CA 92067 (858) 756-1141 Fax (858) 759-0912 <http://rfschool.net>

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July 12, 2018

## REQUEST FOR PROPOSAL (RFP) TO ASSIST THE GOVERNING BOARD OF THE RANCHO SANTA FE SCHOOL DISTRICT IN ITS SEARCH FOR A NEW SUPERINTENDENT

The Governing Board of the Rancho Santa Fe School District is seeking proposals from Superintendent search firms, individuals, and other entities with expertise in public school superintendent searches to assist the Governing Board in its search for a new Superintendent.

Written proposals must be submitted and received by the District no later than July 23, 2018.

The Governing Board is seeking proposals to assist it under the following required parameters:

1. Assistance in the solicitation of public, parent and staff input regarding the criteria for a new Superintendent, possible meetings with these groups, and possibly a survey regarding topics in the District.
2. Assistance in the advertisement of the vacancy and recruitment of qualified applicants.
3. Assistance in the review of all applications and the determination of a list of finalists.
4. Assistance in reference and background searches/reviews in compliance with the law.
5. Assistance in the interview of finalists and the selection of a final candidate.
6. General Counsel for the District will play an active role in the search, selection, and written agreement for the new Superintendent.
7. All applications of candidates will be sent to the District (see addresses below); the Governing Board will have access to all applications. Screening of applications shall include General Counsel and any other individuals designated by the Governing Board.

### Mailing Address

Todd Frank  
Board President  
Rancho Santa Fe School District  
P.O. Box 809  
Rancho Santa Fe, CA 92067-0809

### Shipping Address

Todd Frank  
Board President  
Rancho Santa Fe School District  
5927 La Granada  
Rancho Santa Fe, CA 92067

Respectfully,

Todd Frank  
Board President