

**PROPOSAL
FOR
SUPERINTENDENT OF SCHOOLS
SEARCH

TOMBALL
INDEPENDENT SCHOOL DISTRICT**

**Presented by
Bob E. Griggs & Associates
8200 Rio Bend Court
Fort Worth, Texas 76182
817.281.3800
FAX 817.581.0927**

VITA

Bob E. Griggs, Ed.D.
CEO, Bob E. Griggs & Associates
8200 Rio Bend Court
Fort Worth, Texas 76182
817.281.3800

Home:



EDUCATION:

Ed.D.	Public School Administration	University of North Texas – 1988
	Elementary Education (Minor)	
	Professional Mid-Management	Sul Ross State University – 1974
	Administrative Certification	
M.Ed.	Educational Administration	Sul Ross State University – 1973
B.S.	Speech	Abilene Christian University – 1971
	English (Minor)	

135 Total Graduate Hours above Bachelor of Science in Education Degree

Completed numerous educational and administrative workshops

SPECIALIZATIONS:

- School Superintendent Recruitment
- Student Achievement
- School Board Training
- Public School Accreditation

PRESENT POSITION:

CEO, Bob E. Griggs & Associates

OTHER EDUCATIONAL EXPERIENCE:

- Superintendent of Birdville ISD, Haltom City, Texas 1993-2002
- Superintendent of Canton ISD, Canton, Texas 1988-1993
- Consultant for Region 10 ESC 1986-1988
- Teaching Assistant at University of North Texas, Denton, Texas 1986-1988
- Superintendent, Assistant Superintendent, Middle School Principal for Grandfalls-Royalty ISD, Grandfalls, Texas 1977-1986
- High School, Junior High, Elementary Principal for Marathon ISD, Marathon, Texas 1975-1977
- Teacher for Pecos-Barstow-Toyah ISD, Pecos, Texas 1971-1975
- Adjunct Professor for University of North Texas, Denton, Texas

PROFESSIONAL ACTIVITIES:

Certified – Professional Superintendent
Certified – Professional Mid-Management Administrator
Certified – Provisional High School English
Certified – Provisional High School Speech
Past President, Northeast Leadership Forum
Past President, Texas Association of Suburban and Mid-Urban Schools
Lamar University Superintendent Academy IV
Adjunct Professor, University of North Texas
Texas Association of Suburban and Mid-Urban Schools
American Association of School Administrators
PTA National and Texas Life Memberships
Past Member Board of Directors, JP Morgan Chase Bank of Tarrant County
Past President, Board of Directors, North Hills Hospital
Past Board Member, Northeast Tarrant Chamber of Commerce

CONSULTANT ACTIVITIES:

Provided training for 1000+ school board members
Provided various consulting assistance for 80+ school districts

ACHIEVEMENTS:

Golden Deeds Award, Texas A&M University, 2005
Former member of the Texas House of Representatives
Distinguished Community Leader Award, Northeast Leadership Forum, 2000
Community Leader of the Year, Northeast Tarrant Chamber of Commerce, 2000
Abilene Christian University Distinguished Alumni Award, 2000
1997 Texas Superintendent of the Year, Texas Association of School Administrators
1997 Region XI ESC Superintendent of the Year, Texas Association of School Boards
“Educator of the Month” in March 1996 issue of *Texas School Business*
1995 Outstanding Superintendent, Region XI Texas Elementary Principals and Supervisors Association
Recipient of Abilene Christian University Grover C. Morlan Medal
At age 29 became the youngest superintendent in Texas
Articles published in several professional publications

VITA

Hoyt E. Watson, Ph.D.
Senior Advisor
Bob E. Griggs & Associates
Fort Worth, Texas 76180
817.281.3800

Home:



EDUCATION:

Ph.D.	Educational Administration	Florida State University
	Curriculum and Instruction (Minor)	Tallahassee, Florida
M.Ed.	Educational Administration	University of Texas at Austin
B.S.	Social Studies	Henderson State University
		Arkadelphia, Arkansas

SPECIALIZATIONS:

- School Superintendent Recruitment
- Student Population Projections
- School Facilities Studies
- School Finance Studies
- School Board Planning
- School Personnel Salary Schedule Studies
- Southern Association Accreditations

PRESENT POSITION:

Senior Advisor, Bob E. Griggs & Associates

OTHER EDUCATIONAL EXPERIENCE:

- Professor, Department of Educational Administration and Supervision,
University of North Texas
- Superintendent of Schools, Forman ISD, Forman, Arkansas – 4 years
- Assistant Superintendent of Schools, Pulaski County Special School District,
Little Rock, Arkansas (Largest school district in the state of Arkansas) – 5 years
- Principal, McClellan High School, Pulaski County Special School District – 3 years
- Teacher, School Districts in Texas and Arkansas – 2 years in Texas and 2 in Arkansas

PROFESSIONAL ACTIVITIES:

Member, Higher Education Committee, American Association of
School Administrators
Chairman, College Advisory Committee, Texas Association of
School Administrators
Chairman, University Liaison Committee, Texas Association of
Secondary School Principals
President, Texas Professors of Educational Administration
Member, Texas Elementary Commission, Southern Association of
Colleges and Schools

CONSULTANT ACTIVITIES:

Served as consultant to more than 300 Texas school districts. These include
superintendent searches, strategic planning, management studies, student
demographic projections, facilities evaluations, bond issues and Southern Association
Accreditations.

It is..
February 14, 2013.
And Texas Is A Great State..
In Which To Live And Learn.

Mr. John E. McStravick
Board President
Tomball ISD
310 S. Cherry St.
Tomball, Texas 77375-5529

Dear Mr. McStravick:

Employing a new superintendent is often a very demanding and time-consuming process, something that most school board members would rather avoid. Most trustees have full-time jobs, and they do not have the time or the inclination to carry out all the activities required to perform a superintendent search in an exemplary manner. A superintendent search is the most important activity that Board members will experience during their tenure on the board of trustees. The person selected to be superintendent of schools will have more influence on the quality of education that is provided the children of the district than any other individual. The search for a person to be superintendent should not be approached in a casual, unconcerned manner, and Bob E. Griggs & Associates offers a process to avoid these problems and a means to identify a new, visionary leader.

We offer our credentials and references for service as consultants to the Board during your upcoming search:

- All members of this firm have served as a classroom teacher, principal, and superintendent or assistant superintendent of schools.
- Bob E. Griggs has served as a Texas superintendent in districts from 280 ADA to a multi-high school district with 22,000+ ADA. A high point of his superintendency was being named the 1997 Texas Superintendent of the Year. Griggs was named Educator of the Month by the "Texas School Business" magazine. Also, he has been named Alumni of the Year by his alma mater, Abilene Christian University, and has received the Golden Deeds Award from Texas A&M University. Griggs retired after thirty-one (31) years in Texas public education, twenty-one (21) of those years serving as a superintendent of schools. He also has served in the Texas House of Representatives.
- Bob E. Griggs & Associates, either collectively or as individuals, has served as primary consultant in 250+ superintendent searches.

If selected by Tomball ISD, our firm will:

1. Serve as the Board's agent.
2. Assist the board of trustees in establishing a search plan and a calendar of events.
3. Work with district committees.

4. Assist the Board in developing a list of characteristics they would like for the new superintendent to possess.
5. Advertise the position widely and accept applications.
6. Recruit additional candidates.
7. Check references and background of applicants.
8. Interview and recommend applicants to the Board.
9. Assist the Board in developing a set of questions to use during candidate interviews.
10. Develop an interview schedule for the Board and handle all details connected with this process.
11. Coordinate all details associated with the Board's visit to the district where the lone finalist is presently employed.
12. Send appreciation letters to all applicants after the process is complete.
13. Perform other services as desired.

There are several reasons we believe our firm is the best search firm available to you:

- Our firm knows most of the superintendents throughout the state, many on a personal basis, and has personal knowledge of premier superintendents in the nation.
- Members of our search firm have the experience to ask the "hard" questions and are able to discern if the candidates are providing honest answers.
- This firm will actively *recruit* candidates. Many excellent candidates are not seeking new employment. These candidates are successful and happy in their present position, and their community and board of trustees are pleased with them. However, they would be interested in advancement if actively *recruited*.
- We attempt to ensure the candidates who are interviewed "fit" the community they will serve. This is a critical step in our process. There are administrators who would be successful in some school districts but not in others. A good match must be made between the finalist and the community. We will do everything possible to ensure that the applicants presented to be interviewed by your board of trustees will be successful in your district and community.
- Your community will be proud of the professional manner in which the superintendent search is conducted. The firm will devote a great amount of time and energy to this project and will advise you if we feel you are about to make a mistake at any stage of the process. We will be available for continual consultation and will keep the Board informed as this process progresses.

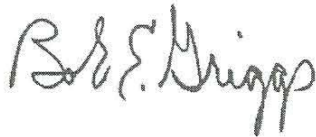
Below is a brief explanation of the process the firm will follow in the search for your new superintendent:

Consultant will interview community groups to determine appropriate profile (teachers, administrators, chamber of commerce, parent groups, civic groups, etc.), confer with board of trustees to establish final profile and administrative system, advertise position, recruit candidates, receive applications, interview candidates, and recommend applicants to be interviewed by the Board. After the new superintendent is employed, we will meet with the Board and the new superintendent to discuss any and all items that would be advantageous to ensure the new superintendent's success.

This firm has performed 250+ searches since 1986. During this time, we have had one search in which the district was not able to employ the person they had selected. On another occasion, the person employed was asked to leave during the first three years. Additionally, two superintendents accepted another position during the first three years (length of contract). Other than these four scenarios, the person selected stayed three years or longer and, to our knowledge, none were asked to leave by the board of trustees. We believe this success is due to the effort devoted to assuring the finalists fit the school and community where they are being interviewed.

The cost to conduct this search is proposed at \$10,500, plus expenses. An additional \$2,000 will be charged if the Board desires a community profile to be developed.

Thank you for considering our firm for the search of a new superintendent for Tomball ISD.
Sincerely,

A handwritten signature in dark ink, appearing to read "Bob E. Griggs". The signature is fluid and cursive, with the first name "Bob" and last name "Griggs" being clearly legible.

Bob E. Griggs, CEO

Detailed Summary of the Superintendent Search Process

PHASES OF THE SEARCH PROCESS

Development of Procedures and Timelines

The consultants will discuss with the Board the exact procedures to follow in carrying out the search and the schedule of activities, with dates that each activity should be completed.

Development of Selection Criteria

If desired, the consultants will interview groups within the school district to determine a preliminary profile. This profile will include all statutory and certification requirements, desirable personal qualities, required experience and/or specialized skills. These groups will be determined by the board of trustees in conjunction with the consultants. After this "community profile" is developed, the consultants will meet with the board of trustees to finalize the profile that will be used to search for a superintendent of schools.

The consultants will confer with the Board concerning the salary, benefits, and contract conditions for the next superintendent of schools. We will provide advice concerning the contractual terms that are normal for school districts of this size and complexity. This information will be kept with the utmost of confidentiality. It must never be "leaked" whereby the applicants might have access to this knowledge.

Advertising the Position

The consultants, in conjunction with the board of trustees, will develop the job announcement.

Recruitment and Application Procedures

The consultants will advertise the job and recruit candidates who "fit" the profile that has been developed. This is the most important function that a consulting firm can provide a school district. Excellent candidates are not seeking new employment. They are successful where they are, happy in their present position, and their school board/community is pleased with them. Some of these administrators would be interested in advancement or changing location, but they must be recruited. Any firm that does not recruit extensively for a district is not providing high-quality services.

Assessment and Screening Procedures

The consultants will receive all applications and provide information to prospective applicants. After the deadline for receiving applications, the consultants will screen the applicants to approximately twelve.

The semi-finalists will be interviewed extensively by the consultants, and their backgrounds will be checked in *great depth*. Upon completion of this step in the process, the list will be narrowed to the number of finalists that the board of trustees desires to interview. The consultants will meet with the Board to present a general summary of the total group of applicants and a more detailed summary of each of the finalists' qualifications. At this meeting, the Board will be provided with all information and paperwork that has been assembled on each finalist.

Our firm does not favor graduates of any college or university. Our job is to provide the school district with the most qualified candidates who "fit" the profile which has been developed.

Interview and Selection Process

The consultants will assist the Board in developing a list of interview questions that will be utilized with each candidate. This is very important, as this process is the only way to make a valid comparison of the candidates. Also, we will provide advice on the techniques to be used in asking these questions. Advice will be provided concerning the proper setting and the timing of each of the interviews.

After discussion with the board of trustees and the candidates to be interviewed, all interviews will be scheduled by the consultants. The consultants will handle all correspondence.

Site Visitations

All arrangements connected with site visitations will be made by the consultants. Also, suggestions will be made as to whom the Board should consult, who should go on the site visitation, when it should be done, how long the visit should last, etc.

Public Announcements

Assistance will be provided in the development of any public announcements or media releases issued by the board of trustees. Advice concerning all aspects of this step in the process will be provided. This component includes our knowledge concerning the legal ramifications, when announcements would be made, what should be announced or released, and what would be the best format to use in making these announcements.

Follow-up

We will serve as the board of trustee's agent until the search is completed to the satisfaction of the Board, usually when the person selected has signed a contract. We will meet with the Board and the new superintendent approximately one month after the superintendent begins his new duties to assist in the development of the vision for the district and create a favorable climate for a team of eight.

REPORTING RESPONSIBILITIES

The consultants will provide the board of trustees with a report at the end of each of the following steps of the process.

Development of the Profile

This report will include the groups that were interviewed, the individuals who were involved in each group, the type of questions that were asked by the consultants to elicit appropriate responses from the group members, approximate number in each group, and date and time of each group meeting.

A copy of the characteristics (community profile) that a majority of the groups stated they desire in the new superintendent of schools will be provided. After the board of trustees approves the final document (profile) they desire the consultants to use in searching for candidates, a copy will be provided to the Board.

Applicants for the Position

After the end of the application period, a complete summary of the general characteristics of the applicants will be provided.

When the finalists have been selected, a complete report concerning each applicant will be provided.

SUCSESSES AND FAILURES

Bob E. Griggs & Associates, in conjunction with the Office of Field Services, has performed approximately 180 searches since 1986. During this time, we have had one search in which the school district was not able to employ the person they had selected; a recommended finalist was asked to leave during the first three years; and, one of our placements accepted another position during the first three years (length of contract). Other than these three occasions, the individual recommended stayed three years or longer, and, to our knowledge, none was asked to leave by their board of trustees. We feel that this success is due to the effort devoted to assuring the finalist "fit" the district and community where they are being interviewed.

PREVIOUS SEARCHES

Birdville ISD	Contact:	Joe Tolbert 817.360.7236
Eagle Mountain-Saginaw ISD	Contact:	Dick Elkins 817.832.2513
Frenship ISD	Contact:	Tommy Wilkins 817.790.6114
Midway ISD	Contact:	Pete Rusek 254.772.4031
Montgomery ISD	Contact:	Dale Dossey 936.588.2639