

SUPERINTENDENT SEARCH SERVICES

For the:

TOMBALL INDEPENDENT SCHOOL DISTRICT

Submitted by:

SCHOOL EXECUTIVE CONSULTING, INC.

1201 Elm Street
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Dallas, Texas 75270

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Dr. Mike Moses
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SUPERINTENDENT SEARCH PROPOSAL

FOR THE

TOMBALL INDEPENDENT SCHOOL DISTRICT

EXECUTIVE SUMMARY

School Executive Consulting, Inc. proposes to assist the Tomball Independent School District Board of Trustees in conducting a state or national search for a new school executive to lead this outstanding school district. The principles of School Executive Consulting, Inc. are Dr. Mike Moses and Mr. David Thompson. Mr. Thompson is an attorney with Thompson & Horton LLP. He is a former Associate Executive Director for the Texas Association of School Boards and served as general counsel for the Texas Education Agency. His clients include many districts in the greater Houston area and across the state of Texas. Dr. Moses previously served as the Texas Commissioner of Education from 1995-1999, was Deputy Chancellor and Professor of Educational Administration for the Texas Tech University System from 1999-2000 and superintendent of schools for the Dallas Independent School District from 2000-2004. Dr. Moses has served as superintendent of schools in four school districts in Texas including a small, mid-size and large district.

We believe that our professional experiences and work in public education have helped us develop an outstanding network of qualified professionals who are prepared to provide exemplary service as a school executive in the Tomball Independent School District. The obvious goal of the search is to identify the most qualified school executive available to lead the Tomball Independent School District. We will work with the Board of Trustees to identify the appropriate selection criteria. Furthermore, we will not only accept credentials, but we will actively recruit outstanding individuals for the position. This proposal also speaks to interviews, identification of finalists, communication and other considerations.

As consultants who are extremely familiar with Texas school superintendents and national school leaders, we believe that we are qualified to assist the Tomball Independent School District Board of Trustees in securing a truly outstanding individual to lead the District.

We do not have a "predetermined" list of candidates to bring forward to the Board. This would be a search that would be conducted strictly for the benefit of the Tomball Independent School District.

Our role is to serve at the pleasure of the Board and ensure that trustees do, in fact, drive the search for a new superintendent for the District.

The reputation, history and future prospects of the District are excellent. It would be our honor to participate in the search for a recognized school executive to lead the instructional process for the boys and girls in the Tomball Independent School District.

I. FIRM INFORMATION

- A. The name of the firm submitting this proposal is School Executive Consulting, Inc.
The firm's office is located at 1201 Elm Street, Suite 3500, Dallas, TX 75270. This is the office from which the proposed search would be conducted.
- B. School Executive Consulting, Inc. was founded in 2004 and is an incorporated business entity. The principles associated with the firm are Dr. Mike Moses and Mr. David Thompson. (Biographies are attached.)
- C. The firm is unique in that Dr. Moses is a former school superintendent in four Texas school districts. The firm brings a unique skill set in terms of background and services. Mr. Thompson is a school attorney who represents school districts and school boards. He has also served as an officer with the Texas Association of School Boards and general counsel for the Texas Education Agency.
- D. School Executive Consulting, Inc. is a small incorporated company. The financial condition of the firm is sound. Although this is a very small business, the firm will be happy to furnish any financial information that the district may desire.

II. FIRM/PROJECT TEAM

- A. The firm has had experience in conducting executive searches and recruiting superintendents since 1999. Since that time, the firm has assisted top school districts in Texas in their search for a new superintendent.
- B. Individuals that would work with the Tomball Independent School District in this search would be Mr. David Thompson and Dr. Mike Moses. Again, our qualifications and experiences are noted in the attached biographies and will be the only individuals that will work with the school district.

- C. Districts that the firm has served include the following:

Cypress-Fairbanks ISD (Conducted Two Searches)
Approximate Student Population - 105,000
Year Conducted - 2004
Superintendent: Dr. David Anthony (Retired)

Year Conducted – 2011
Superintendent – Dr. Mark Henry (Currently Serving)

Northside ISD (Conducted Two Searches)
Approximate Student Population - 90,000
Year Conducted - 2002
Superintendent: Dr. John Folks (Retired)
Year Conducted – 2012
Superintendent – Dr. Brian Woods (Currently Serving)

Plano ISD
Approximate Student Population – 60,000
Year Conducted – 2012
Superintendent – Mr. Richard Matkin (Currently Serving)

Fort Worth ISD
Approximate Student Population – 83,100
Year Conducted – 2012
Superintendent – Mr. Walter Dansby - (Currently Serving)

Lewisville ISD
Approximate Student Population - 50,000
Year Conducted - 2001
Superintendent: Dr. Jerry Roy (Retired 2010)

Corpus Christi ISD
Approximate Student Population - 40,000
Year Conducted - 2001
Superintendent - Dr. Jesus Chavez (Accepted Round Rock ISD Superintendency)

Killeen ISD
Approximate Student Population - 36,000
Year Conducted - 2009
Superintendent - Dr. Robert Muller (Currently Serving)

Richardson ISD
Approximate Student Population - 35,000
Year Conducted - 2004
Superintendent - Mr. Jim Nelson (Accepted the Executive Director Position of Avid)

Keller ISD
Approximate Student Population – 34,000
Year Conducted – 2012
Superintendent – Dr. Randy Reid (Currently Serving)

Lubbock ISD

Approximate Student Population - 30,000
Year Conducted - 2009
Superintendent - Dr. Karen Garza (Currently Serving)

Leander ISD

Approximate Student Population - 33,300
Year Conducted - 2008
Superintendent - Dr. Bret Champion (Currently Serving)

McKinney ISD (Conducted Two Searches)

Approximate Student Population - 24,000
Year Conducted - 2003
Superintendent - Mr. Tom Crowe (Retired)
Year Conducted - 2009
Superintendent-Dr. J.D. Kennedy (Currently Servicing)

Goose Creek ISD

Approximate Student Population - 22,000
Year Conducted - 2012
Superintendent - Dr. Sal Cavazos (Currently Serving)

Midland ISD

Approximate Student Population - 21,000
Year Conducted - 2010
Superintendent - Dr. Ryder Warren (Currently Serving)

Hays CISD (Conducted Two Searches)

Approximate Student Population - 20,000
Year Conducted - 2003
Superintendent - Mr. Kirk London (Retired)
Year Conducted - 2009
Superintendent - Dr. Jeremy Lyon (Accepted Frisco ISD Superintendency)

Tyler ISD (Conducted Two Searches)

Approximate Student Population - 18,000
Year Conducted - 2001
Superintendent - Dr. David Simmons (Accepted Richardson Superintendency)
Year Conducted - 2006
Superintendent - Dr. Randy Reid (Accepted Keller ISD Superintendency)

Abilene ISD

Approximate Student Population - 17,000
Year Conducted - 2009
Superintendent - Dr. Heath Burns (Currently Serving)

San Angelo ISD

Approximate Student Population - 17,000

Year Conducted - 2002

Superintendent - Dr. Cole Pugh (Accepted Eagle Mt.-Saginaw ISD Superintendency)

Judson ISD

Approximate Student Population - 16,000

Year Conducted - 2002

Superintendent - Dr. Michael Zolkoski (Accepted Ysleta ISD Superintendency)

Wichita Falls ISD (Conducted Three Searches)

Approximate Student Population - 16,000

Year Conducted - 2002

Superintendent - Dr. Dawson Orr (Accepted Highland Park ISD Superintendency)

Year Conducted - 2009

Superintendent - Dr. George Kazanas (Accepted Waco Midway ISD Superintendency)

Year Conducted - 2012

Superintendent - Dr. John Frossard (Currently Serving)

Brazosport ISD

Approximate Student Population - 14,000

Year Conducted - 2001

Superintendent - Dr. Rudy Olkrulich (Retired)

Grapevine-Colleyville ISD

Approximate Student Population - 13,000

Year Conducted - 2010

Superintendent - Dr. Robin Ryan (Currently Serving)

Alvin ISD

Approximate Student Population - 12,000

Year Conducted - 2003

Superintendent - Dr. Greg Smith (Accepted Clear Creek ISD Superintendency)

Lufkin ISD

Approximate Student Population - 9,000

Year Conducted - 2005

Superintendent - Mr. Roy Knight (Currently Serving)

Bastrop ISD

Approximate Student Population - 8,000

Year Conducted - 2009

Superintendent - Mr. Steve Murray (Currently Serving)

New Braunfels ISD

Approximate Student Population - 7,000

Year Conducted - 2005

Superintendent - Mr. Mike Smith (Retired)

Highland Park ISD

Approximate Student Population - 6,000

Year Conducted - 2008

Superintendent - Dr. Dawson Orr (Currently Serving)

Texas City ISD

Approximate Student Population - 5,900

Year Conducted - 2012

Superintendent - Dr. Cynthia Lusignolo - (Currently Serving)

Alamo Heights ISD

Approximate Student Population - 4,500

Year Conducted - 2008

Superintendent - Dr. Kevin Brown (Currently Serving)

School Executive Consulting, Inc. is available and fully committed to serving the Tomball Independent School District. The consultants respectfully request that meeting times and dates be scheduled well in advance to allow trustees and the project team members to appropriately calendar.

III. PROCESS/PROCEDURES

- A. The consultants will actively solicit and contact qualified individuals and encourage them to apply for the position. The position will be advertised through publications and on websites of organizations such as the Texas Association of School Administrators and the American Association of School Administrators. Executive Directors of all Texas Education Service Centers will also be contacted in order to secure any nominations that they might deem appropriate.

National organizations will be contacted if desired by the Board of Trustees. Announcement of the vacancy will also be placed on the highly viewed website www.TexasISD.com for the duration of the search. Likewise, an ad will be placed on the website www.topschooljobs.org which is a part of the online edition of "Education Week" which displays the ad to potentially 300,000 viewers per month. Respected members of the educational community, including those of higher education, will be contacted. All individuals who are nominated will be contacted and asked to consider making application.

During the entire phase of the search, the consultants will furnish reports to the Board of Trustees with regard to the status of the search. The search consultants will expect to be in periodic contact with the president of the Board of Trustees throughout the entire process.

The consultants will contact outstanding individuals who meet the desired profile and request that they submit their resume and credentials for consideration by the Board of Trustees. The consultants will only contact individuals who are serving successfully in their current assignments.

The firm will rely on its extensive network of trusted professionals to solicit outstanding candidates. Additionally, the firm will talk with respected educators and other school leaders with regard to nominations. References that are listed by candidates will be reviewed and contacted. In all cases, the firm will want the president of the Board of Trustees or other Board members to talk with references once a finalist has been identified. This is important in order to ensure the community that the Board has been fully engaged in the process and that members of the Board are fully satisfied with regard to the background and qualifications of the successful candidate. Members of the firm will help facilitate discussions between Board members and appropriate references for the candidates identified for interview purposes or for the finalist that may be identified.

- B. School Executive Consulting, Inc. began the process of working with community focus groups over ten years ago. From the time the firm began doing superintendent searches, we have actively assisted the Board of Trustees in soliciting input from the opinion leaders and stakeholder groups in the districts we have served. We would request that each member of the Board of Trustees nominate eight individuals to serve on focus groups. Ideally, each member of the Board would nominate a parent, non-parent, business person, representative of a faith-based institution, teacher, administrator, student and other community member. If each trustee nominates eight individuals, a total of 64 persons will be involved. The firm will come to the community and work with the district staff to break these individuals into three or four groups. The principles of the firm will meet with each of these groups for approximately two hours and give a late afternoon or early evening report to the members of the Board of Trustees with regard to the comments and findings that are derived from these meetings.

This process ensures that constituents and opinion leaders have an opportunity to give input into the search for a new school superintendent. The consultants simply act as the conduit and help interpret the information back to the Board of Trustees. Members of the Board are encouraged not to attend these focus group meetings to allow honest and thoughtful communication between the consultants and the focus groups.

- B. Following the application deadline, School Executive Consulting, Inc. will meet with the Board of Trustees to share the name of each individual that has expressed an interest in the position. The firm will provide a spreadsheet for the Board to review that summarizes the candidates and their credentials along with resumes for each individual that have submitted an application for the position. The firm will work with members of the Board of Trustees to review the candidates and identify those individuals that will be invited to meet with the Board of Trustees for purposes of an interview. This number usually ranges from five to seven. The firm will have vetted the candidates and talked with individuals both on the reference list and not on the reference list for each candidate. The firm will communicate with each of the individuals identified to be interviewed and make all of the necessary arrangements for those candidates to be present at the appointed time to meet with the Board of Trustees.

The firm will also present a battery of questions that may or may not be used by the Board in the oral questioning of candidates in the interview process. The firm will work with the Board to complete two rounds of interviews. The second round is usually with the top one or two candidates. Once the Board has made a decision, the firm will assist the Board with any site visits, further reference checking, background checks and contract negotiations.

- D. If for any reason the individual with whom the Board of Trustees engages to become the superintendent of schools leaves the district within one year of assuming the position, the firm will work with the Board of Trustees to conduct another search at no charge to the district. Should the superintendent that is selected by the Board leave the district any time in the second year of service, the firm will work with the Board of Trustees to conduct another search at one-half of the agreed upon fee.

The firm has never had this type of situation occur. We recognize the importance of the appropriate match and fit and we always strive to work with the Board and the successful candidate to create a lasting relationship.

IV. FINANCIAL PROPOSAL

- A. The proposed fee for services is \$20,000.00 plus expenses. Expenses will include consultant travel, telephone calls, printing expenses and advertisements. Obviously, the broader the search, the more expensive the endeavor may become. Therefore, if the Board should consider employing our services for this search, we request the opportunity to meet with the Board to discuss its intent regarding the scope of the search and correlating costs.

The proposed fee and reimbursable expenses will be submitted to the Board following the completion of the search. It is our desire to make sure that trustees are completely comfortable and satisfied with the selection before our fee and expenses are paid.

- B. The approximate cost breakdown of the categories of costs that the Tomball Independent School District would include the following:

1. Consultant fee - \$20,000.00
2. Consultant expenses - \$2,300.00 (Approximate)
3. Advertising fees - Texas search - \$200.00, National search - \$850.00 (Approximate)
4. Candidate travel expenses - \$2,300.00 (Approximate)
5. Office supplies/postage - \$150.00 (Approximate)

- C. The firm has carefully considered the cost effective processes for superintendent searches. We have moved away from recommending brochures for school districts. It has been our experience that interested candidates will access the district's website for a link that provides information about the superintendent vacancy. We believe that the use of technology is the fastest and most effective way for communicating this vacancy notice to the appropriate

V. REFERENCES

Cypress-Fairbanks ISD

Ms. Lida Woodul, Former Board President; Current Board Member
Cell-713.816.2080 (prefers you try this # first)
Business - 281.890.5334

Northside ISD

Ms. Karen Freeman, Board President
Cell – 2101-413-5736

Plano ISD

Ms. Nancy Humphrey, Superintendent Search Chair, Current Board Member
Cell – 214-529-5524

Richardson ISD

Ms. Anne Foster, Former Board President
Cell - 214.682.1184

Goose Creek ISD

Ms. Jenice Coffey, Former Board President, Current Board Member
281-798-5343

Highland Park ISD

Mr. Jeff Barnes, Former Board President
Home - 214.692.1252
Business - 972.643.3204

CONCLUSION

The opportunity to present a proposal to the Tomball Independent School District Board of Trustees is deeply appreciated. Our role is to serve at the pleasure of the Board and to ensure that trustees do, in fact, drive the search for a new superintendent. It would be an honor to participate in the search for a recognized school executive to lead the instructional process for the boys and girls in the Tomball Independent School District.

David Thompson

David Thompson represents public school districts, junior colleges and other educational entities in the Gulf Coast area and across Texas. He is a frequent speaker on a variety of school law subjects at legal and educational meetings. He is a former member of the Board of Directors for the NSBA Council of School Attorneys, a national organization of over 3,000 attorneys who represent public school districts.

Mr. Thompson serves as legislative counsel for the Texas Association of School Administrators, Fast Growth School Coalition, Houston Independent School District, other school districts and education organizations, and has been actively involved in most legislative activities affecting public education in the past 20 years.

Previously, Mr. Thompson worked for the Public Education Committee of the Texas House of Representatives, as briefing attorney for the Ninth Court of Appeals, as associate executive director of the Texas Association of School Boards, and as General Counsel for the Texas Education Agency. He also has been an adjunct professor at the University of Texas School of Law, University of Houston - Clear Lake, Texas A&M University, and the University of Houston Main Campus.

Mr. Thompson was General Counsel for the Texas Education Agency for five years and previously served as associate executive director and director of governmental relations for the Texas Association of School Boards. In addition to his expertise concerning the general areas of school law listed above, Mr. Thompson has extensive experience in school finance matters, legislation, board/superintendent relations, contracts, conflicts of interest, nepotism, student residency and attendance, competitive bidding, school board policy development, and employment matters. Also, he regularly assists school boards in searches for superintendents. On behalf of the TASS Legal Assistance Fund, Mr. Thompson represented 263 school districts in *Edgewood ISD v. Meno (Edgewood IV)*, challenging the constitutionality of the Texas public school finance system.

Mr. Thompson represented the Plaintiffs in *West Orange-Cove v. Neeley*, challenging the constitutionality of the Texas Public School System.

Mr. Thompson is a partner in the firm Thompson & Horton LLP, and previously practiced law with Bracewell & Giuliani, one of the oldest and most prominent law firms in Texas.

Mike Moses, Ed. D.

Dr. Mike Moses has been an educator for over thirty years. Currently he serves as the senior educational advisor for *Raise Your Hand Texas* and the *Center for Reform of School Systems*.

Dr. Mike Moses served as the general superintendent of the Dallas Independent School District from 2001 until 2004. From 1999 through 2001, he served as the deputy chancellor for Systems Operations at the Texas Tech University System. Dr. Moses was the Commissioner of Education for the state of Texas from 1995 through 1999. Prior to that service, he was the superintendent of schools in three Texas school districts including Lubbock, La Marque, and Tatum. He also served as a teacher and principal in the Duncanville and Garland Independent School Districts. Dr. Moses holds a bachelor's and master's degree from Stephen F. Austin State University and a doctor of education degree from Texas A&M University at Commerce.

Additionally, Dr. Moses serves in a variety of other roles. He has served as a member of the board of directors for the Trammell Crow Company, one of the largest real estate and property management companies in the world. He currently sits on the board of two publicly traded companies, Southwest Securities Services Group and Scientific learning. Dr. Moses also serves as special advisor and consultant to corporations and entities interfacing with elementary, secondary, and higher education. His unusual blend of business and education experience gives him a unique perspective regarding matters of public policy.

Among awards that Dr. Moses has received are the Texas Business and Education Coalition's "Distinguished Service Award" and the "Golden Deeds in Education Award" from Texas A & M University. The Texas School Public Relations Association awarded Dr. Moses the 1999 "Key Communicator for Public Education Award." Both the national and Texas PTA organizations have presented him with lifetime memberships. Dr. Moses has been named distinguished alumnus in two of the state's universities. He was also selected "Superintendent of the Year" in two Texas education service center regions and was one of the four national finalists for "Superintendent of the Year" in 2003.

His wife, Debi, is a former public school teacher and the couple has two sons.