

REQUEST FOR PROPOSALS

FROM SUPERINTENDENT SEARCH FIRMS OR INDIVIDUALS

Superintendent of Schools Search — Fiscal Year 2027

Proposal Due Date: September 30, 2026, at 3:00 p.m. Central Daylight Time (CDT)

Detailed proposal information is available at www.parkhill.k12.mo.us under Requests for Proposals.

Prepared by: Park Hill School District

Park Hill School District reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.

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Section 1: Purpose

The Park Hill School District Board of Education seeks proposals from experienced search firms or individuals to provide consulting services for a search for a Superintendent of Schools, consistent with Board Policy CBB (Recruitment and Appointment of the Superintendent).

Section 2: Introduction

The Park Hill School District Board of Education is beginning a national search for a highly qualified Superintendent of Schools, with the goal that the selected candidate begin work on July 1, 2027. The Board seeks to retain a search firm or individual with demonstrated success in superintendent recruitment and the ability to support a governance-led process grounded in the district's mission, vision, core values, and Comprehensive School Improvement Plan (CSIP).

The current Superintendent has announced his retirement effective June 30, 2027. The Board intends to conduct a thoughtful, inclusive, and well-structured search that honors Park Hill's record of excellence while identifying the leadership needed to advance the district's next chapter.

Section 3: Description of Park Hill School District

The Park Hill School District is a high-performing public school system located in Platte County in the northwest portion of the Kansas City metropolitan area. The district encompasses approximately 73 square miles and serves a suburban community of more than 80,000 residents, including portions of Kansas City, Parkville, Riverside, Platte Woods, Weatherby Lake, Lake Waukomis, Houston Lake, Northmoor, and unincorporated Platte County. Its location near Kansas City International Airport, major interstate corridors, and the region's employment and cultural centers provides the accessibility and opportunities of a major metropolitan area while preserving strong neighborhood and community identities.

Park Hill serves approximately 11,400 students in kindergarten through grade 12. The district operates 12 elementary schools, four middle schools, and two comprehensive high schools, as well as LEAD Innovation Studio, a project-based high school program available to students from both high schools. Additional programs and facilities support early childhood education, students with intensive social-emotional and behavioral needs, before- and after-school care, community education, athletics, and other specialized services. Angeline Washington Elementary School, the district's newest school, opened in August 2025 as part of the district's long-range approach to enrollment and facility planning.

Park Hill benefits from a strong local financial base, well-maintained facilities, and a community that has consistently demonstrated support for its public schools. Recent voter-approved operating and bond measures have provided resources for competitive employee compensation, educational programs, facility improvements, and long-term capital needs.

The next superintendent will lead an established and highly regarded district as it advances its mission of preparing each student for success in life; responds to changing student needs and continued community development; recruits, retains, and supports an exceptional workforce; and aligns district resources and decisions with the Board's strategic priorities.

The Board of Education

Governed by a seven-member Board of Education, the district is committed to keeping students at the center of each decision, providing inclusive educational opportunities, exercising responsible stewardship, pursuing continuous improvement, and engaging transparently with staff, families, and the broader community.

The Board of Education uses the district's approved Comprehensive School Improvement Plan as the framework for governance, priority setting, resource allocation, and monitoring district performance. The CSIP and the district's Drivers and Narratives connect Board policy and oversight to student outcomes, community engagement, access, inclusion, equity, and belonging.

Comprehensive School Improvement Plan (2026–2031)

Grounded in Park Hill's mission, vision, and core values, the 2026–2031 CSIP translates the Board's strategic direction into three objectives: Academics - implement the Park Hill teaching and learning model, through which students learn by experience and inquiry; Culture - create an environment in which all members of the Park Hill community feel a sense of belonging; and Systems - maximize human and financial resources and address aging facilities to remove barriers to learning. The selected firm must help the Board translate these commitments into the leadership profile, recruitment strategy, candidate evaluation criteria, and search process.

Park Hill School District Mission

Through the expertise of an engaged staff, the Park Hill School District provides a relevant education in a safe, caring environment to prepare each student for success in life.

Park Hill School District Vision

Building successful futures...each student...every day!

Park Hill School District Core Values

- Visionary Leadership
- Integrity
- Student Focus
- High Expectations
- Continuous Improvement
- Equity

Park Hill School District Demographics

Park Hill School District serves approximately 11,800 students in prekindergarten through grade 12 across 21 attendance sites in Platte County, Missouri, within the Kansas City metropolitan area. The district employs roughly 2,000 people and administers an annual budget of approximately \$250 million.

Prekindergarten-grade 12 enrollment has remained within a range of roughly 2 percent over four years, from 11,967 students in 2023–2024 to approximately 11,780 students in fall 2026, with a modest decline beginning in 2025–2026. Park Hill is neither a rapid-growth district nor a district experiencing significant decline.

Beneath that stability, entering cohorts are smaller than graduating ones: at the most recent official count, kindergarten numbered 766 against a graduating class of 947. Elementary enrollment is declining while high school holds steady, so today's total is supported by larger cohorts still moving through the secondary grades. Long-range enrollment, facility, and staffing planning is an active area of work.

The student population is diversifying steadily. Students identifying as White fell from 63.5 percent of K–12 enrollment in 2023–24 to 59.7 percent currently, roughly 1.3 points per year, with every other group holding or growing. Over 70 languages are spoken among our student population. Composition is changing faster than the headline count suggests.

Free or reduced-price meal participation has held between 28 and 30 percent and IEP enrollment between 10.4 and 11.0 percent, while English language learner enrollment has grown by nearly a quarter in two years — the clearest sustained trend. Gifted identification rose following adoption of a broader identification protocol, a change in practice rather than in the student population.

As of September 2, 2026, K–12 enrollment stood at 11,393, slightly above the district's budget projection. Missouri's official enrollment count date for 2026–2027 is September 30, 2026.

Park Hill School District – A History of Excellence

Park Hill's reputation is bolstered by strong public support and strong performance. The school district has many elements that shine, all helping build successful futures for each student, every day.

Organizational performance excellence. Park Hill received the Missouri Quality Award in 2009 and again in 2015, becoming the first public school district in the state to earn it twice. In 2023, the district earned the Quality Texas Foundation Regional Program's Highest Level of Quality Award, the first K–12 public school district to receive that regional distinction in twelve years. Both recognitions evaluate organizational management as a whole — leadership, strategy, workforce, operations, and results — rather than any single program.

Board governance. The Board of Education earned the Missouri School Boards' Association (MSBA) Governance Team Award in 2024, 2025, and 2026. MSBA presents the award to the board and superintendent together as a governance team, and its criteria are demanding: full state accreditation, completion of MSBA board member certification by all seven members, members earning Advanced, Master and Distinguished certification, and documented participation in statewide leadership and legislative advocacy for public education. The award reflects a board that invests deliberately in its own capacity to govern.

Academic outcomes. In the 2025–2026 *U.S. News & World Report* rankings, Park Hill High School and Park Hill South High School were the top two traditional public high schools on the Missouri side of the Kansas City metropolitan area, ranking tenth and twelfth in the state respectively.

Financial stewardship. The district has received the Meritorious Budget Award from the Association of School Business Officials International for eighteen consecutive years, beginning with the 2007–2008 budget and most recently for fiscal year 2025–2026. That record spans multiple superintendents and boards of education and reflects a commitment to transparent financial reporting rather than the practice of any one administration.

A well-rounded program. Park Hill thrives on a sense of belonging for its students, staff and community. The district consistently nurtures National Merit Semi-Finalists and Finalists, perfect ACT scores, Jimmy Awards performing arts winners, a “Best Communities for Music Education,” state champions in debate and athletics, and more. The district commits to supporting students of all backgrounds and abilities, instituting academic programming and classroom cultures designed to create high trust, low stress environments.

Additionally, Park Hill cultivates employees who are leaders in their field. From presidents of national educational organizations to leaders in our state organizations, Park Hill encourages employees to serve in the community and beyond.

Taken together, these elements describe a district with stable governance, disciplined financial management, strong academic results, and a place that nurtures students and staff.

Section 4: Scope of Work

The Park Hill School District Board of Education will work with the selected search firm or individual to develop and carry out a Superintendent of Schools search process aligned with the Board's governance responsibilities and strategic direction. At a minimum, the selected firm or individual must provide the following services:

- 4.1 Advisory services to the Board of Education
- 4.2 Generation of the position description and qualifications
- 4.3 Identification and assessment of candidates
- 4.4 Assisting the Board of Education with prescreening candidates
- 4.5 Assisting with the logistics of finalist interviews
- 4.6 Ensuring a satisfactory conclusion to the search
- 4.7 Designing and facilitating structured community and stakeholder engagement
- 4.8 Conducting independent due diligence and candidate vetting
- 4.9 Maintaining confidentiality throughout the search

Recognizing that discretion is essential to both Park Hill School District and prospective candidates, the search firm must appropriately safeguard confidential information throughout the search, including candidate identities and application materials. All work products produced under a contract with Park Hill School District will remain the property of the district.

4.1 Advisory Services to the Board of Education

Develop a search plan and timeline in consultation with the Board of Education at an introductory planning meeting scheduled shortly after the firm is engaged (see Section 6).

Assist with the evaluation and interviewing of potential candidates.

Ensure compliance with applicable legal requirements, including the Missouri Sunshine Law (§ 610.021, RSMo) governing closed sessions for personnel and job-applicant matters.

Provide concise and timely communications regarding decisions, progress, risks, and deadlines throughout the search.

4.2 Generation of Position Description and Qualifications

The selected search firm or individual will interview and solicit input from Board of Education members, district staff, students, families, community leaders, and the public to develop the qualifications and criteria used to evaluate candidates. The leadership profile and evaluation criteria must reflect the district's mission, vision, core values, and 2026–2031 CSIP objectives of Academics, Culture, and Systems. The Board seeks a leader with demonstrated success in improving academic outcomes; recruiting, retaining, and supporting high-quality staff; serving diverse student and staff populations; strengthening belonging and community engagement; and exercising sound financial, operational, and facilities stewardship.

4.3 Identification and Assessment of Candidates

Develop and distribute recruitment materials that will encourage qualified candidates to apply.

Conduct a national search that includes advertising the position broadly and generating interest among qualified candidates.

Conduct personal outreach recruiting to ensure that the applicant pool includes highly qualified candidates with diverse backgrounds and experiences.

Collect all relevant background information on potential candidates so that the strengths and weaknesses of each applicant can be assessed.

Report to the Board on the size, qualifications, and diversity of the applicant pool at agreed checkpoints in the search.

4.4 Assisting the Board of Education with Prescreening Candidates

Based on clearly delineated criteria, assist the Board of Education in evaluating applicants against the qualifications and criteria developed, to create a group of candidates for interviews.

4.5 Assisting with Logistics of Finalist Interviews

Facilitate visits by the Board of Education to the communities of the finalists.

Facilitate finalist interviews and, as directed by the Board, forums or other structured engagement opportunities for staff and the public.

4.6 Ensuring a Satisfactory Conclusion to the Search

Assist the Board of Education in contract negotiations with the selected candidate.

4.7 Structured Community and Stakeholder Engagement

Design and facilitate a structured input process involving staff (by role), students, families, and community and business partners through focus groups and an online survey. Synthesize the resulting input into a written leadership profile aligned with the district's mission, vision, core values, and CSIP. (In FY2022, this process involved approximately 10 stakeholder groups participating in 19 sessions, as well as an online survey.)

4.8 Independent Due Diligence and Candidate Vetting

Provide a written vetting matrix covering: identity and work authorization; degrees and licenses verified directly with the issuing institutions; complete employment, litigation, and discipline history; criminal background checks with defined look-back periods and jurisdictions; and references beyond the candidate's own list. The firm supports, but does not replace, the Board's own duty of due diligence.

4.9 Confidentiality

Describe and maintain a protocol that protects candidate and process confidentiality throughout the search, including secure handling of candidate information and disciplined communications with the media and the public.

Section 5: Proposal Requirements

To allow the Board of Education to fairly judge the merits of each proposal, responses to this Request for Proposal shall include a response to each of the items listed below. The Board of Education reserves the right to reject proposals that do not follow this format.

Questions, requests for interpretation, and the district's addenda process are addressed once, in Section 7 (Submission Details).

5.1 Cover Page

Include the completed cover page (the last page of this RFP), signed by a person authorized to act on behalf of the search firm or individual submitting the proposal.

5.2 Executive Summary

Provide a summary that demonstrates your understanding of the scope of services required by the Park Hill School District and why your firm is best able to provide that scope of service.

5.3 Experience and Qualifications

Provide an overview of the firm or individual (address, telephone, e-mail; local, regional, or national; which office will provide services; areas of expertise); the project team (names, titles, contact information, availability, and any conflicts); and each team member's experience, education, specialties, and number of Superintendent searches. Note the longevity of superintendents placed by this team or firm over the past six years and describe any noteworthy accomplishments of those placed.

5.4 Work Plan

Describe your approach to each activity in Section 4; how you will support a seven-member elected Board of Education in a governance-led search; how you will translate the district's mission, vision, core values, and CSIP into the leadership profile and candidate evaluation process; how you will identify prospective candidates and cultivate their interest; your approach to community engagement, both to develop the initial profile and to gather input on finalists; the major challenges to a successful search and how you will address them; a reasonable timeline for the search; the information and assistance you will need from the Board and staff; and recent examples of internal and client-facing process improvements that increased client satisfaction.

5.5 Cost

Provide a budget covering all work described in Section 4 and the Work Plan, with a breakdown by scope section; estimated team hours and fees; travel; publishing and advertising; postage and distribution; and other expenses. The proposal must include a maximum (not-to-exceed) price and payment terms.

The proposal must also include a warranty that, should the new Superintendent of Schools resign or be released for cause within the first 24 months of commencing duties, the search firm will conduct another search at no professional fee to the district, except for travel, publishing, advertising, and postage/distribution expenses.

5.6 References

Provide a minimum of three school districts (of comparable size, student composition, and academic quality to Park Hill, if possible) that have used your services for a Superintendent of Schools search within the past six years, including contact information and the scope, length, and dollar value of each engagement.

5.7 Contract Form

If you intend to propose a form of professional services contract, provide a sample. If you prefer that the district generate the contract, please indicate.

5.8 Litigation Record

Disclose any litigation or material client dispute within the past five years, including the parties, date, jurisdiction or authority, nature, status, and outcome of each matter.

5.9 Ensuring Client Satisfaction

Describe your philosophy and policies regarding client satisfaction in the event of an unsuccessful search.

5.10 Additional Information

Provide any additional information or recommended modifications to the procedures specified herein under this heading.

Section 6: Timeline for this Request for Proposal

The following schedule governs this solicitation. Park Hill School District may revise the schedule by written addendum posted on the district's Requests for Proposals webpage. Dates associated with the subsequent superintendent search will be established with the selected firm and approved by the Board, as appropriate.

Milestone	Date
Staff posts RFP within a Board Action Item – Open to Public	September 9, 2026 at 12:00 p.m.
Board approval of RFP – Superintendent Search Firm	September 10, 2026 Board Meeting – Action Item
RFP issued and posted	September 11, 2026
Last day for firm questions	September 23, 2026, at 3:00 p.m. CDT
Addenda posted	September 24, 2026
Proposals due	September 30, 2026, at 3:00 p.m. CDT
Selection of firm finalists	October 8, 2026 Board Meeting (closed session)
Interviews with firm finalists	October 14, 2026, 5:00 p.m. to 9:00 p.m. CDT Special Meeting (Open Session)
Board selects firm	<i>Tentative</i> October 27, 2026, 5:00 p.m. CDT Special Meeting - Action Item
Initial Planning session with selected firm	November 6, 2026, 10:00 a.m. – 3:00 p.m. Board Work Session

Section 7: Submission Details

Submit seven complete printed copies in a sealed package to the address below. Clearly mark the package "Superintendent Search RFP - Do Not Open." Also submit one complete digital copy in Adobe PDF format. Both the printed copies and the digital file must be received no later than the date and time stated in Section 6.

Direct proposals and written questions to Tina Freeman, Secretary to the Board of Education, Park Hill School District, 7703 NW Barry Road, Kansas City, Missouri 64153.

Direct email inquiries to Tina Freeman, freemant@parkhill.k12.mo.us.

Late proposals will not be accepted. The district is not responsible for carrier delays or non-delivery; the date and time recorded by the district will constitute the official time of receipt. Questions and requests for interpretation must be received in writing by the deadline in Section 6.

Responses that modify or clarify the RFP will be issued only by written addendum posted on the district's Requests for Proposals webpage. Each respondent is responsible for reviewing all addenda before submitting its proposal and for acknowledging receipt of each addendum in its proposal.

Section 8: General Conditions

8.1 Qualifications of Search Firm or Individual

The Board of Education reserves the right to make such investigation as it deems necessary to determine the ability of the firm or individual to deliver the services, and to reject any proposal if the evidence submitted, or the investigation of the firm or individual, fails to satisfy the Board that the firm or individual is properly qualified.

8.2 Method of Award

The Board of Education reserves the right to waive, modify, or vary the conditions herein and may accept or reject any or all proposals as it, in its sole discretion, deems to be in the best interest of the Park Hill School District. The Board may negotiate the terms of any response. The district shall not be bound to accept the lowest-priced proposal.

8.3 Evaluation Criteria and Weighting

Proposals will be evaluated using the criteria below (100 points total). The Board may interview the highest-ranked firms before making a selection. The Board has established the following weights:

- Responsiveness to the requirements of this RFP and demonstrated understanding of the district's mission, vision, core values, and CSIP - 10 points
- Ability to provide the full scope of services (Section 4) — 15 points
- Quality and experience of the proposed team; longevity of prior placements — 15 points
- Recruitment reach and sourcing strategy, including strategy to build a strong, diverse pool — 15 points
- Missouri and comparable-district experience — 10 points
- Community and stakeholder engagement design — 10 points
- Confidentiality and process integrity — 5 points
- Due diligence and vetting approach — 5 points
- References and client satisfaction — 5 points
- Cost and value — 5 points
- Guarantee/warranty terms — 5 points

8.4 Additional Conditions

- Conflict of interest: disclose any relationship that could create an actual or perceived conflict with the district or any potential candidate.
- Non-collusion: affirm that the proposal was prepared independently and without collusion.
- Insurance and indemnification: carry appropriate professional liability coverage and indemnify the district as set out in the contract.

- Compliance: perform in compliance with applicable federal and Missouri law, Board policy (including CB and CBB), and the Missouri Sunshine Law (§ 610.021, RSMo).

Cover Page — Response to Request for Proposal

This proposal is submitted on behalf of:

Company: _____ Address: _____

Telephone: _____ Email: _____

The above-listed search firm or individual submits its proposal and agrees to furnish services to the Park Hill School District Board of Education in accordance with this Request for Proposal. The firm or individual has carefully reviewed this RFP and understands that the district will not be responsible for any errors or omissions on the part of the firm or individual. The firm or individual agrees that the district reserves the right to accept or reject any or all proposals and to waive any irregularity or informality. The attached proposal shall be considered an irrevocable offer valid for ninety (90) days from the submission deadline.

Name of Authorized Agent: _____ Date: _____

Title: _____ Signature: _____