



Request for Proposals (RFP):

SUPERINTENDENT SEARCH SERVICES



THE FAMILY
CENTER



R.M. CAPTAIN
ELEMENTARY SCHOOL



GLENRIDGE
ELEMENTARY SCHOOL



MERAMEC
ELEMENTARY SCHOOL



WYDOWN
MIDDLE SCHOOL



CLAYTON
HIGH SCHOOL

ADMINISTRATIVE CENTER

#2 MARK TWAIN CIRCLE | CLAYTON, MISSOURI | 63105

Release Date: Sept. 21, 2026

Proposal Due Date: Oct. 4, 2026

Submission of RFP: bids@claytonschoools.net

Subject Line: SDC Superintendent Search 2026

Contact: Heike Janis, Executive Assistant to the Board of Education

heikejanis@claytonschoools.net

314.854.6017

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SECTION I: PURPOSE

The School District of Clayton Board of Education is seeking competitive proposals and quotes from organizations and individuals wishing to provide consultant services in its search for a superintendent of schools. The School Board aims to have a new superintendent in place for the 2027-2028 school year with a July 1, 2027 start date.

SECTION II: DESCRIPTION OF THE SCHOOL DISTRICT OF CLAYTON

The School District of Clayton is a nationally recognized, award-winning public school district with a proud tradition of academic excellence, strong community support and a commitment to learning. Founded in 1880 as a one-room schoolhouse, the District has grown into one of the nation's highest-performing school communities while retaining the personal feel of neighborhood schools. In Clayton, students benefit from a broad range of academic, extracurricular and enrichment opportunities while building strong relationships with teachers and staff who know them well and work to personalize their learning experiences.

Clayton at a Glance

- Approximately 2,600 students
- Three elementary schools: Glenridge, Meramec and R.M. Captain
- Wydown Middle School
- Clayton High School
- The Family Center, offering early childhood education and family programming, including Parents as Teachers
- Approximately 3.5 square miles
- Located in Clayton, Missouri, with portions of the District extending into Richmond Heights

Clayton is the county seat of St. Louis County and an important regional center for business, government, culture and community. The city combines established residential neighborhoods with a vibrant downtown and offers convenient access to Washington University, Forest Park and many of the St. Louis region's cultural, educational and recreational institutions.

The School District of Clayton is deeply connected to the community it serves and benefits from strong partnerships with the City of Clayton, local organizations, businesses and families. Generations of residents have placed a high value on public education, contributing to strong community support and engagement in the District's schools.

A Tradition of Excellence

Clayton's dedicated staff, engaged families and supportive community have helped the District earn a strong record of state and national recognition. Recent distinctions include:

- Clayton High School boasts a **99.1% four-year graduation rate**. The school consistently ranks among Missouri's top public high schools and has been recognized by U.S. News &

World Report as the **state's top public, non-selective high school**.

- The School District of Clayton consistently ranks among the highest-performing districts in Niche's K-12 School and District Rankings and has earned an **A+ overall rating**.
- In 2026, Niche ranked Clayton the **No. 1 place to teach in Missouri**.
- The District is a three-time St. Louis Post-Dispatch **Top Workplace** honoree.
- Clayton maintains a **AAA bond rating** from S&P Global Ratings, the highest rating available and one held by only three other school districts in Missouri.

Profile of a Clayton Learner

From preschool through high school, the District's approach to teaching and learning is shaped by the Profile of a Clayton Learner, which encourages students to grow as self-actualized, intellectually curious, empathetic, culturally conscious, creative and collaborative learners. Together, these competencies reflect Clayton's belief that education extends beyond academic achievement. The District also prides itself on knowing students well, fostering strong relationships and providing a wide range of academic, extracurricular and enrichment opportunities often associated with much larger school systems.

Investing in Clayton's Schools

With approximately 96% of District revenue generated locally, Clayton benefits from a community with a long-standing commitment to its schools and public education. Families, staff, residents, businesses, community organizations and local partners contribute their time, expertise and resources to help sustain high-quality programs, services and facilities across the District. The Superintendent, Board of Education and District staff work closely with one another and with the broader community to identify priorities, plan for the future and ensure resources are used responsibly.

One of the District's most significant priorities is ensuring its schools and facilities continue to support high-quality teaching and learning for generations to come. To guide that work, the District completed a comprehensive Long-Range Facilities Master Plan in 2025 to assess building conditions, identify priorities and establish a long-term roadmap for maintaining, renovating and improving facilities across Clayton.

The Long-Range Facilities Master Plan is organized into three phases.

Phase 1 of the District's Long-Range Facilities Master Plan began in April 2026 with voter approval of Proposition O, a \$135 million bond referendum. Funding will support three major projects:

- **Glenridge Elementary School:** A full renovation to address aging infrastructure and create a modern, future-ready school. Construction is set to begin in summer 2027, with Glenridge reopening in 2029 as the school celebrates its centennial.
- **Clayton High School Learning Lab:** A new 10,000-square-foot addition supporting hands-on learning in engineering, robotics, applied mathematics, entrepreneurship and related fields. Construction is set to begin in winter 2026 and take 12 to 15 months.

- **Gay Field Athletic Complex:** A significant renovation to create a safer, more welcoming space for student-athletes and spectators. Construction is set to begin in spring 2027 and take about a year, with improvements to the field, press box, bleachers, locker rooms, restrooms, concession stand and parking areas.

Beyond Proposition O, the Board of Education has also committed District funds to additional capital improvements. One of the most significant is the development of a temporary Bridge Campus, which will provide a dedicated learning environment for Glenridge Elementary students and staff while their school undergoes renovation.

With Phase 1 projects now underway, the District's design team is turning its attention to Phases 2 and 3. Over the next decade, the District hopes to complete the major projects identified in the Long-Range Facilities Master Plan, recognizing that additional funding will be needed to make that work possible.

The tentative timeline could include a bond referendum as early as 2029, followed by an additional referendum as bonding capacity allows. Each referendum would require voter approval. This phased approach is intended to support thoughtful, responsible planning over time while protecting the community's investment in its schools and helping ensure Clayton's facilities continue to support students and staff for generations to come.

A Place for Everyone

Above all, the School District of Clayton strives to be a place where everyone can grow as a learner in both head and heart.

The Board of Education is committed to equal opportunity for all individuals in education. District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics, as protected by law.

The Board actively promotes programs and practices designed to eliminate discrimination in all District activities.

Additional information about the School District of Clayton is available at claytonschools.net

SECTION III: RFP TIMELINE

Proposals will be received by the School District of Clayton Board of Education until **4 p.m., central time, Sunday, October 4, 2026**, for Superintendent Search Services. Proposals are to be submitted via electronic submission to the Board of Education, and clearly marked **SUPERINTENDENT SEARCH SERVICES**. The School Board reserves the right to reject any or all proposals and to waive any informalities in proposals.

- September 21** Request for Proposals issued by email by the Board to search firms and organizations known to provide such services.
- October 4** Deadline for receipt of Proposals from Search Firms: **4 p.m., Central Time**
Submission of RFP: bids@claytonschools.net
Subject Line: SDC Superintendent Search 2026
- October 5** Board President and Vice President will receive and review proposals
- October 7** Selection of the preferred Search Firms to move forward to an interview process.
- October 8** All search firms who submitted proposals will be notified of status and interview time/date if selected to move forward in the process
- October 14** Search Firm finalists' interviews
- October 15** Public vote by the Board to select and award a contract to a Superintendent Search Firm. Further timelines may be developed in consultation with the selected search Firm.

SECTION IV: SCOPE OF SERVICES

The current School District Superintendent's announced retirement date is summer 2027. As such, the Board desires to announce the new Superintendent by **December 16, 2026**.

Under the direction of the Board, the Search Firm shall, without limitation, fulfill the following Scope of Services:

1. Provide an outline of recommendations for the search process and work with the Board to implement a search process including, without limitation, development of a plan and timeline for recruitment, selection and communications;
2. Meet with Board members to clarify and determine views regarding desirable qualifications, experience, and characteristics of candidates;
3. Engage the community, staff, students and other stakeholders to develop a profile of the desired qualities of the next Superintendent;
4. Prepare a position description and an application process for the position;
5. Advise the Board on a compensation package that facilitates successful recruitment of the type of Superintendent that the School District of Clayton needs and desires;
6. Identify qualified candidates and share with those candidates the School District's characteristics and the Board's criteria for the new superintendent, and encourage qualified internal and external candidates to apply;
7. Conduct all aspects of advertising, solicitation of candidate applications, and background screening of candidates in accordance with applicable laws;
8. Facilitate input and prepare summaries from conversations and surveys with staff, students, parents, the community and stakeholders throughout the search process;
9. Assist the Board as requested with assessment of pool of initial responses received from

interested candidates based on clearly delineated criteria;

10. Assist the Board as requested in further review and identification of highest qualified candidates and facilitate requests for additional information from candidates and references;

11. Facilitate visits by the Board to the communities of finalist(s), if desired by the Board;

12. Facilitate community forums and interviews with the finalist(s), if desired by the Board;

13. Assist the Board in contract negotiations with the selected candidates, and;

14. Communicate regularly and proactively with the Board throughout the search process.

SECTION V: PROPOSAL REQUIREMENTS

Each Proposal shall contain, at a minimum, the following information under the following sections organized in the order given below:

A. Firm Profile

1. A description of Search Firm history and firm philosophy;
2. Qualifications and experience relevant to this scope of services;
3. Identify key attributes that make your Firm the most qualified to conduct this search;
4. Address each of the items listed in the Scope of Services including the methodology used by the firm to fulfill these services;
5. Identify key personnel to be assigned to this search, including resumes. References from the most recent Superintendent searches for the proposed lead consultant should be provided;
6. Provide a list of Superintendent searches conducted by your Firm within the last five (5) years, including the name of the school district, the name and previous position of the candidate selected through the search, and if the candidate is presently serving in the same position. If the candidate selected is no longer serving in the same position, state the length of time he or she remained in that position;
7. Provide a list of references and contact information and at least three (3) letters of reference from board member clients from three (3) different school districts for whom you have provided services in the last five (5) years. Do not include superintendents who have been placed through your Firm's services;
8. State whether any school district has terminated your services prior to completing its search in the past five (5) years. If so, please state the name of the school district that terminated your services and the reason for such termination;
9. Are there any current legal claims pending against your Firm? Have there been any legal claims filed by a school district against your Firm in the past 10 years? Has full or

partial payment been withheld by a school district within the last 10 years? If yes to any of these, provide details;

10. Is your firm familiar with the Missouri open meetings and public records laws and the application of these laws to the School District's search process?

11. Is your Firm, its owners, and/or any member of your professional staff involved in any pending complaint or litigation regarding professional misconduct, discrimination, or sexual or other unlawful harassment? If yes, provide details. If there is no such pending complaint or litigation, has such a complaint or litigation been filed at any time within the last five (5) years? If yes, provide details.

B. Proposed Search Plan

Provide the methodology your Firm uses to initiate and carry out a search. The narrative should address search activities including, without limitation:

1. Proposed timeline of search;
2. How you communicate and work effectively with a seven-member elected Board;
3. Strategies to engage and inform the community of the search process, promote transparency and provide meaningful ways to generate and receive public input on the initial position qualifications and evaluation of finalist candidates;
4. How you will collect information from stakeholders to develop the initial position qualification and evaluation criteria;
5. What you see as the major challenges to a successful superintendent search and how you would address them;
6. State whether your Firm maintains a database or pool of candidates who have indicated they seek new positions; if so, describe what your Firm does to find potential candidates who are not in your database or pool, and state how many placements you have made of candidates in the past five (5) years who are not in your database or pool. If your Firm does not maintain a database or pool of candidates, describe how your Firm would recruit potential candidates;
7. If your Firm maintains a database or pool of candidates who have indicated they seek new positions, state how many of the candidates listed in response to Item 6 above came from that database vs. how many were identified through other means outside that pool;
8. Describe how your Firm attracts a diverse candidate pool;
9. Describe your process for background checks and screening of applicants, and;
10. What information, services and assistance you will require from the Board and School District staff to enable you to conduct the search.

C. Fees and Costs

1. Detail your fee structure, rates, and anticipated additional costs including travel and expense;
2. Describe the manner in which additional services requested by the School District would be charged;
3. Describe the terms of any guarantee that your Firm provides concerning selection, placement, and minimum period of retention of a Superintendent, including circumstances under which an additional search is conducted at no additional charge.

Proposal Submission Format and Instructions

1. All Proposals are due on or before **October 4, 2026** at 4 p.m.
2. Proposals shall be emailed to: bids@claytonschools.net
Subject Line: SDC Superintendent Search 2026
3. Proposals or proposal revisions received after the Due Date and time specified above will not be accepted or considered. All Proposals or proposal revisions received after the Due Date will be discarded.
5. Each Proposal must be signed by an authorized member of the Search Firm. This member should be the highest-ranking officer at the local level. **NO ORAL, FAX or WRITTEN** Proposals will be accepted.
6. The School District intends to communicate with Search Firms via email (e.g., RFP clarifications and addenda).
7. If it becomes necessary to revise any part of this RFP, all addenda will be issued through email and all addenda shall become a part of this RFP. Each Search Firm must, in its Proposal to avoid any miscommunication, acknowledge all addenda which it has received, but the failure of a Search Firm to receive, or acknowledge receipt of, any addendum shall not relieve the Search Firm of the responsibility for complying with the terms thereof.
8. Each Search Firm, by submitting its Proposal, releases the School District from any and all claims arising out of, and related to, this RFP process and selection of a Search Firm.
9. A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.
10. All Proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the Due Date for receipt of Proposals set forth above.
11. The School District intends that all Search Firms shall have equal access to information relative to the RFP.
12. Finality of Decision: Any decision made by the School District, including the Search Firm

selection, shall be final.

13. Neither the issuance of this RFP, nor the receipt and evaluation of any Proposal, commits the Board to enter into any contract with a Search Firm. This is a Request for Proposals only. Proposals will be treated as offers to enter into a contract with the School District.

SECTION VI: FIRM SELECTION PROCESS

- The Board of Education members will evaluate and select those firms deemed to be the most highly qualified to perform the required services.
- The Board may choose to interview any, all, or none of the respondents as may be in the best interest of the School District of Clayton. If interviews are held, selected firms will be notified as to the place, time, date, and purpose of the interview. The interview will include a presentation of no more **than 20 minutes** and a question answer session with the Board.
- The names of all firms submitting proposals and the names, if any, selected for interview, shall be public information. At the conclusion of the RFP process, the contents of all proposals become public information. Firms that have not been selected will be notified in writing after the conclusion of the selection process.

QUESTIONS AND CONTACT

All questions and inquiries must be directed to the following contact. Contacting other parties regarding this RFP may result in disqualification from consideration.

Heike Janis
Secretary to Board of Education
heikejanis@claytonschools.net
314.854.6017

Submission of RFP: bids@claytonschools.net
Subject Line: SDC Superintendent Search 2026

**COVER PAGE
RESPONSE TO CLAYTON REQUEST FOR PROPOSALS**

This proposal is submitted on behalf of -

Company:

Contact Person:

Address:

Telephone:

Email:

The above listed consulting firm hereby submits its proposal and agrees to furnish services to the School District of Clayton in accordance with this Request for Proposals and the response prepared by the consultant.

The Consultant has carefully reviewed this Request for Proposals and the Consultant's response and understands that the District will not be responsible for any errors or omissions on the part of the Consultant.

Consultant agrees that the District reserves the right to accept or reject any or all proposals and to waive any irregularity or informality in any proposal received.

The attached proposal shall be considered an irrevocable offer and shall be valid for 90 days from the date the proposals are required to be submitted.

The undersigned hereby affirms that he/she is an authorized agent for the company submitting this response.

Signature of Consultant/Authorized Agent

Date

Name of Consultant/Authorized Agent

Title of Consultant/Authorized Agent

(Fill this page in and include as the cover of the proposal.)