

Mr. Jay Stringer
President
Aledo ISD Board of Trustees

Dear Mr. Stringer

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.
- Richard Ownby, principle, will be the lead consultant in this search. He has served as superintendent in three districts for 22 years before serving as Executive Director of Education Service Center, Region XI in Fort Worth for 10 years. He has participated in all the searches for the past 5 years,

If selected by Aledo ISD, the 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 270+ 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 one other occasion, the person employed was asked to leave during the first three years. Additionally, four superintendents accepted another position during the first three years (length of contract). Other than these six 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.

Thank you for considering our firm for the search of a new superintendent for Aledo ISD.

Sincerely,

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