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Proposal for a Transition Report

*Prepared for Dr. Penelope Martin-Knox
Superintendent-elect
Raytown Public Schools, Raytown, MO*

Introduction

Assuming a superintendency is always challenging but going to a new state is often tricky as well. The recent demographic and statutory changes make the situation even more complex. Nevertheless, this report's sole objective is to ensure the success of the new superintendent.

The consultants of Burns/Van Fleet (hereafter B/VF) have been assisting with superintendent transitions for over a decade. Recent studies have been completed in Ankeny, IA; Clintondale, MI; Kansas City, MO; Kansas City, KS; Texarkana, TX, and Willoughby-Eastlake, OH, among many others

BVF partners are retired superintendents who have more than seventy (70) years of combined service in districts with enrollment ranging from five hundred (500) students to one hundred fifteen thousand (115,000) students. One Consultant is a member of the Texas Bar, and another has been the CEO in the private sector.

As explained below the Transition Report will be based on the extensive interviews, document reviews, and data analysis. The result will provide a clear path for navigating through the transition.

Scope of the Project

The Report will address various systems and procedures throughout the school system. Emphasis will be placed on the actual organizational structure. The Report will present specific findings and concrete recommendations. This material should provide for both implementation and discussion.

Methodology

The Consultants will be at the District for a total of three (3) days. During that time, they will interview all central office administrators and principals. One of the Consultants will tour the various schools. Upon return to their office, the Consultants will review pertinent documents, conduct follow-up calls, and prepare the Report.

Term

If approved, the Consultants will begin in mid-April. The Report will be delivered to the Superintendent no later than 30 days. Distribution decisions will be solely at the discretion of the Superintendent-elect.

Cost

The total cost will be nine thousand, five hundred dollars (\$9,500), which includes one thousand five hundred dollars (\$1,500) for expenses. Payment is due thirty (30) days after receipt of the final report.

Conclusion

The Report's recommendations will lean heavily on information and ideas gleaned from staff. They will be synthesized and organized with additional thoughts based on the Consultant's experience.

The Report's recommendations will almost surely save the District more than its cost. More importantly, it should produce a plan to better serve the schools, which ultimately will benefit the students – the actual goal.