



REQUEST FOR QUALIFICATIONS FOR CONSULTANT SERVICES

Superintendent Search for the Meridian School District No. 505 (Bellingham, WA)

1. GENERAL INFORMATION

The Meridian School District No. 505 Board of Directors requests written proposals for professional services to assist the Board in conducting a comprehensive superintendent search. The search follows the resignation of former Superintendent, Dr. James Everett, who concluded eight years of service at the end of the 2025–26 contract year.

The Board intends to conduct an expeditious search process. The primary goal is to select and appoint the new permanent superintendent by April 14, 2027, with employment officially beginning July 1, 2027.

The District is specifically soliciting submissions that cover two distinct operational pathways:

- **Full Search Proposals:** The firm manages the entire process from start to finish
- **Café-Style Search Proposals:** The district selects specific modules or phases while handling others internally

Proposers may submit a **Full Search Proposal**, a **Café-Style Search Proposal**, or **both**. If submitting a café-style proposal, please itemize each phase of the search process with distinct pricing, deliverables, and estimated hours.

2. EXPECTATIONS OF CONSULTANT

- To develop and conduct a thoughtful, timely process for gathering Board, staff, parent, student, and community input for the establishment of criteria to guide the selection process.
- To conduct a thorough search for appropriate applicants and ultimately produce for the Board a “pool” of highly qualified people who meet the criteria that have been established.
- To complete other tasks necessary to achieve the selection and employment of a new superintendent.

3. PROPOSAL SPECIFICATIONS

Proposals should include the following:

- Suggested timeline of activities and major events in the search process.
- Responsibilities to be assumed by the Board of Directors and the Search Consultant through each phase of the process.
- Recommended process for developing the criteria to be used for selecting the new superintendent.
- Recommended process for obtaining staff input.
- Recommended process for obtaining parent and community input (detailing specific strategies for the "Café" community workshop framework if bidding on the Café pathway).



- Description of the process the consultant suggests for advertising and recruiting candidates, including measures to assure equal opportunity and other considerations.
- Recommended process for screening, conducting reference checks, interviewing, and making the final selection.
- Information about the consultant or firm making this proposal including:
 - Identification of the person who will take primary responsibility for the search, along with a current resume and names of board members in other districts who can be contacted about their experience working with this person.
 - Description of other superintendent searches conducted in the past five years for districts of similar or larger size.
 - Statement about the firm's current or planned engagement in other projects that may conflict with our search or affect our timeline.
 - The shortest and longest tenure of superintendents selected through previous searches.
 - Fees for this search, separated out by the anticipated cost for each element of the search and any other anticipated expenses for the district.

4. SUBMISSION OF THE PROPOSAL

Proposals should be sent to:

Jarrold Karuza, Board President, Meridian School District No. 505

Email: jkaruza@meridian.wednet.edu

And

Angie Hoyt, Executive Assistant to the Superintendent and School Board, Meridian School District

Email: ahoyt@meridian.wednet.edu

Proposals must be received electronically by 4:00 PM PST on Friday, October 30, 2026.

Questions regarding the proposal should be addressed to Angie Hoyt and Jarrod Karuza.

5. SELECTION OF THE CONSULTANT

The Board of Directors will review written proposals at their regular business meeting on November 4, 2026. While the Board intends to review written proposals received and select a preferred search firm at this meeting, the Board reserves the right to select bidders with the highest evaluation scores to proceed to an interview stage at the Board's discretion.

Proposals will be evaluated out of a maximum of 100 points based on the following criteria:

Selection Criteria	Point Value
1. Quality of Proposal (completeness, compliance with instructions, organization, conciseness)	10 Points
2. Qualifications of firm and personnel assigned to project	15 Points

Meridian School District

P: 360-398-7111 F: 360-398-8966

214 W. Laurel Road, Bellingham, WA 98226

www.meridian.wednet.edu





3. Prior success with similar projects (meeting deadlines, garnering active participation)	20 Points
4. Project approach and management style consistent with values of the Board/District (including methodology for Full vs. Café scopes)	15 Points
5. Strategic alignment (District Policy, equity, and strategic goals)	15 Points
6. Proposed cost of the project – fee for service (time/effort estimates, rates)	25 Points
TOTAL POINTS POSSIBLE	100 Points



Vision

In Meridian, we empower all learners to thrive academically, socially and emotionally as valued members of our local and global communities.

Our Commitments

Belonging

Meridian strives to be a welcoming place where understanding and respect are priorities. Everyone will be honored, valued and heard.

- Learners experience a community that embraces and honors who they are.
- Everyone sees themselves represented in their educational environment.
- All voices are invited, heard and empowered.

Communication

Meridian commits to proactive, consistent and clear two-way communication that is accessible for all.

- Open communication is encouraged and valued between staff, students and our community.
- Clear, consistent communication from all levels of the district supports student learning.
- Students and families are informed so they can be involved and engaged in school.

Support

Meridian works in partnership with staff, families, students and community to nurture success in each and every student.

- Each learner has access to support systems and partnerships that meet their individual needs.
- Students engage in their own progress using self-assessment and goal setting.
- Every learner is included as an active partner when determining their level of support.

Wellness

Meridian creates an environment that supports staff and students' physical, social and emotional well-being.

- Members of our learning community feel physically, emotionally and academically safe at school.
- Learners are supported in developing their health and wellness.
- Students are taught strategies for emotional regulation and problem-solving.

Learning

Meridian is guided by a commitment to equitable education that develops academic and personal skills for life.

- Our youngest learners benefit from an inclusive and robust early educational experience.
- Each learner has access to rigorous grade-level instruction designed to meet their unique needs.
- All students make measurable growth toward meeting or exceeding proficiency on grade-level standards each year.
- Meridian graduates are prepared for their career and life goals.