



Tallahassee Classical School

4141 Artemis Way
Tallahassee, FL 32311
www.TLHClassical.org

Revisions

TALLAHASSEE CLASSICAL SCHOOL, INC.

Emergency Procurement for Head of School Search Services

May 9, 2022

Tallahassee Classical School Background

Tallahassee Classical School, Inc. (TCS) was founded in 2019 by Adrienne Campbell, M. Ed and Jana Sayler, CPA, as a K-8 tuition-free, public charter school, with the intention of becoming a high school by adding one grade annually until there are twelve grades in 2024. Our mission is to train the minds and improve the hearts of young people through a content-rich “classical” western education in the liberal arts and sciences, including Singapore Math, Phonics, and Latin instruction. Also, each scholar is required to learn to play a musical instrument, and with immersion in the arts, and physical education daily. TCS works to ensure a sound mind and body.

Our keystones are instruction in the principles of moral character and civic virtue. Parents who want school choice for their children may submit to an annual lottery system conducted by TCS based on grade openings. Parents must apply for their scholars to attend TCS. When they apply, their scholar will be offered a seat or be waitlisted. Scholars must wear uniforms purchased from Lands End and only 6th-9th grade scholars have access to computers on an as needed basis.

Our innovative 50,000 square foot facility is located in Southwood on over thirteen acres at the corner of Tram Road and Artemis Way.

For more information, and to see our comprehensive curriculum for each grade, please visit <https://tlhclassical.org>.

Services Requested

- Assist TCS, per an Emergency Procurement, in selecting a “Head of School” (a/k/a Principal, or Headmaster) in time for the beginning of the 2022-23 School Year which begins on August 10, 2022 in Leon County, FL
- If unable to secure a new “Head of School” from the outside search, then assist TCS in recruiting a Public Charter School Consultant to mentor a member of our current Executive Team that will be selected as TCS’s next Head of School.
- The current in-house Executive Team members who would like to be considered as Principal or Head of School are “Mrs. Hope Carrasquilla, Dr. Carolyn McClenny, and Mrs. Michelle Stringer.” In addition, there are two TCS administrators that have already been retained – “Mrs. Cara Wynn and Mr. John Hinkle” which also may be considered if they submit their names.
- If any other person applies to become the “Head of School,” not by virtue of one of the search firms, then they too must be assessed in order to be considered.
- More than one Head of School: search firms may be employed to conduct this search.
- TCS has the right to close the search at any time prior to June 30, 2022. Salary consideration will be commiserated with experience starting at \$90,000 or above.

Time Parameters

- The procurement will be issued **on Monday, May 9, 2022 at 10:00 am EST** to all interested parties whose names were previously provided to the TCS Board Chair by April 29, 2022 deadline
- Written Submission of Questions regarding the procurement document, process or general questions must be submitted by interested parties, via email, to Karen Roland, TCS Business Manager at Kroland@tlhclassical.org **by Wednesday, May 11, 2022 at noon EST**
- Answers to any submitted written questions are due back, in writing via email, to all interested parties from the TCS Operations Committee by **Thursday, May 12, 2022 by 5:00 pm EST**
- The Response to Procurement, one printed copy and one electronic copy (via email or thumb drive in a PDF format), are due on **Monday, May 16, 2022 by noon EST**, addressed to the attention of Karen Roland, TCS Business Manager, 4141 Artemis Way, Tallahassee, FL 32311 at Kroland@tlhclassical.org
- TCS Operations Committee will meet and make their recommendation to the TCS Board after a committee conference call on **Tuesday, May 17, 2022 at 6:00 – 8:00 pm EST**
- TCS Board will review the Operations Committee recommendation and then announce their final decision on the procurement winner by the conclusion of the regular monthly meeting on **Monday, May 23, 2022**
- The Board’s final decision will be posted on the TCS website by **10 am EST on Tuesday, May 24, 2022**
- The contract for services, if agreed upon between the parties, will commence on **Monday, May 30, 2022 at noon EST**
- The winning firm’s search or end date must be completed by **Thursday, June 30, 2022 at noon EST** but viable Head of School candidates may be submitted to the TCS Operations Committee at any time between the commencement of the search and the end date of the search

- During the winning firm’s search if an “outside” candidate cannot be recruited in a timely fashion, then the winning firm may assist TCS in recruiting a Public Charter School consultant who will mentor a member of TCS’ current Executive Team that will be selected as the next Head of School. An “outside” candidate is defined as anyone that does not currently work for TCS

Preferred Qualifications for TCS Head of School (This is a recommended list but it will be finalized in consultation with head of search firm that brings a candidate(s) to TCS.)

- Classical education experience of at least 3 years, preferably 5 years
- Shall have a master’s degree or higher in the education field from an accredited College or University
- Have business management experience at a prior public or public charter school
- Have experience being a Principal at both a Public School and at a Public Charter School
- Knowledge and experience in Public Charter School compliance issues
- Prior experience in a leadership position at a Public Charter School with positive outcomes
- A degree in Educational Leadership and/or State Certification in Administration or Supervision.

Salary and Benefits

- Salary is based on experience and starts at **\$90,000**.
- Benefits include access to packages for medical, dental, vision, long and short-term disabilities, life insurances, Flexible Spending Accounts and retirement with a school contribution match up to 3% and 12 days paid time off in addition to the Leon County defined districtwide days off.
- Moving expense may also be considered