

A Proposal Prepared for

***Arlington Heights
School District 25
Arlington Heights, Illinois***

for

*The Search and Selection of a
Superintendent of Schools*

submitted by




MCPHERSON *MJ* JACOBSON, LLC

EXECUTIVE RECRUITMENT & DEVELOPMENT

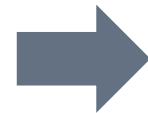


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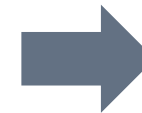
Established 1991

- **WE BELIEVE** every student is entitled to a high-quality education. We strongly believe quality education is dependent upon quality leadership.
 - **OUR MISSION** is to ensure each search results in quality leadership for education excellence.
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Well Established and
Leading National
Search Firm



Nationwide Network
of Over 130
Consultants



National Recruiters &
Consultants Assigned
to High Profile
Searches

Arlington Heights School District 25 Search Team



Dr. Walt Cooper



Dr. Judy Sclair-Stein



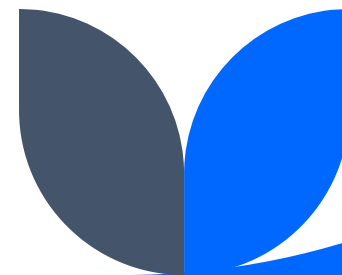
Mr. Stephen Murley



Why engage a search firm?

A search consultant can assist the Board with:

- Following a structured, transparent, and objective process from beginning to end
- Setting detailed timelines for the search
- Engaging with stakeholders and developing search criteria
- Designing application and interview forms, postings, brochures and graphics, interview questions, and other materials needed for the process



Why engage a search firm?

A search consultant can assist the Board with:

- Recruiting and vetting candidates with an objective screening process
- Verifying resumes and conducting reference and background checks
- Communicating directly with all candidates throughout the process
- Navigating open meeting requirements, advertising and posting rules, and ensuring confidentiality
- Investigating and evaluating appropriate salary and benefits, recruitment/moving expenses, contract terms, etc.



Why engage **McPherson & Jacobson?**

- McPherson & Jacobson L.L.C. does not hire superintendents.
- McPherson & Jacobson, L.L.C. consultants are recruiters of talent.
- McPherson & Jacobson L.L.C. represents the Board of Education and works strictly for you.



Why engage **McPherson & Jacobson**?

1. We've conducted nearly 1,000 superintendent searches in more than 38 states.
2. We stand on the strength of our references from previous searches.
3. We pride ourselves on being flexible and customizing our search protocols to your needs and requests.
4. Retention of candidates placed through a McPherson & Jacobson search:
 - Nearly **80%** of candidates hired remain in the same position after 5 years
 - Over **50%** of candidates hired remain in the same position after 10 years
 - Over **40%** of candidates hired remain in the same position after 15 years



Timeline

- The timeline for the search process is established when we meet with the Board so we can specifically tailor the search to the unique needs of Arlington Heights School District 25.
- Typically, the time from our first meeting with the Board until a final candidate is named is 8 to 12 weeks. [Proposal Page 14]

5 Phases of a McPherson & Jacobson Search

Phase 1

Meet with the Board to:

- Identify the desired characteristics of the candidate
- Identify stakeholder groups and feedback activities
- Establish the search timeline and critical dates
- Determine advertising venues
- Determine salary range
- Craft the job posting and vacancy announcement

Phase 2

- Meet with stakeholder groups and distribute online surveys
- Develop promotional materials and advertise the vacancy
- Send out, receive, and catalog all application materials
- Actively recruit applicants

Phase 3

- Read and evaluate all applicant files
- Conduct reference checks and background investigations
- Invite selected candidates to produce video responses to questions

Phase 4

Meet with the Board to:

- Review the remaining “short list” of candidates
- Assist the Board in identifying final candidates the Board chooses to interview
- Prepare the Board for the interview process
- Schedule and coordinate interviews
- Keep all candidates informed of their status

Phase 5

Meet with the Board and the selected candidate to:

- Establish performance objectives and measures
- Provide the two-year McPherson & Jacobson guarantee

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Candidate Selected

The Board's Investment

- **The proposed cost for the Arlington Heights School District 25 Superintendent search is not to exceed \$26,900.** [Proposal Page 23]
- Expenses included are:
 - Phases I-V of the superintendent search process
 - Thirty (30) days on AASA (American Association of School Administrators)
 - Thirty (30) days on TopSchoolJobs (Ed Week online)
 - Thirty (30) days of advertising on NABSE (National Alliance of Black School Educators)
 - Six (6) weeks of advertising on ALAS (Association of Latino Administrators & Superintendents)
 - Two (2) consecutive days of in-person stakeholder meetings
 - Online stakeholder input surveys
 - Video interviews of candidates
 - Criminal/financial/educational degree background check for candidates chosen by the board for interviews
 - Travel expenses for consultants for scheduled trips to the school district
 - Office expenses

The McPherson and Jacobson Difference

- ◆ Transparency
- ◆ Sustainability of Leadership
 - ◆ High Involvement of Stakeholders

It's About The Kids

Questions...

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