



Superintendent

Search Services Proposal for

Downey Unified School District Downey, California

March 2025



Phone: 888-375-4814
Email: mail@macnjake.com
Website: www.macnjake.com



Presented to the Downey Unified School District Board of Education:

- Linda Salomon Saldaña
- Tyrone Conde
- D. Mark Morris
- Giovanna Perez-Saab
- Jose J. Rodriguez
- Barbara R. Samperi
- Nancy A. Swenson



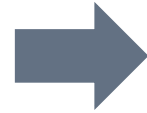
MCPHERSON *MA* JACOBSON, LLC

Executive Recruitment & Development

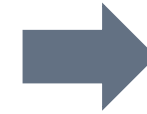
Established 1991

- **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 educational excellence.

Well Established and
Leading National
Search Firm

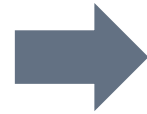


Nationwide Network
of Over 130
Consultants

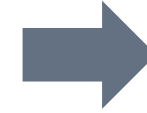


National Recruiters &
Local Consultants to
Support Searches

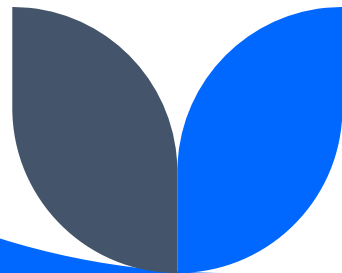
Transparency With
Clients and Their
Constituents



Authentic
Engagement of
Educational Partners



Track Record of
Successful
Placements



Downey Unified School District Search Team



Mr. Ben Johnson II



Mr. William Huyett



Ms. Aida Buelna



Dr. Julie Vitale



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 educational partners and developing search criteria
- Designing application and interview forms, postings, advertisements 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?**

1. We've conducted over 1,000 superintendent searches in 45 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:
 - Almost 80% of candidates hired remained in the same position in the last 5 years
 - Almost 60% of candidates hired remained in the same position in the last 10 years
 - Over 40% of candidates hired remained in the same position in the last 15 years



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.



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 your district.
- Typically, the time from our first meeting with the Board until a final candidate is named is 8 to 12 weeks.

5 Phases of a McPherson & Jacobson Search

Phase 1

Meet with the Board to:

- Identify the desired characteristics of the candidate
- Identify educational partner 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 educational partner 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

5 Phases of a McPherson & Jacobson Search

Phase 1

Meet with the Board to:

- **Identify the desired characteristics of the candidate**
- **Identify educational partner 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 educational partner 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

5 Phases of a McPherson & Jacobson Search

Phase 1

Meet with the Board to:

- Identify the desired characteristics of the candidate
- Identify educational partner 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 educational partner 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

5 Phases of a McPherson & Jacobson Search

Phase 1

Meet with the Board to:

- Identify the desired characteristics of the candidate
- Identify educational partner 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 educational partner 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**

Candidate Selected

The Board's Investment

- **The proposed cost for the Downey Unified School District Superintendent search is not to exceed \$30,400.**
- Expenses included are:
 - Phases I-V of the superintendent search process
 - Two (2) weeks of print advertising in EdCal (40-word ad)
 - Sixty (60) days of advertising on EdJoin
 - One (1) day of in-person educational partner meetings
 - Online educational partner input surveys
 - Video interviews of candidates
 - Criminal/financial/degree verification background checks for candidates chosen by the board for interviews
 - Travel expenses for consultants for scheduled trips to the school district
 - Office expenses

The McPherson & Jacobson Difference

Transparency

Sustainability of Leadership

High Involvement of Educational
Partners

“Your students, staff, and
community deserve the best.”

MCPHERSON *MJ* **JACOBSON, LLC**
EXECUTIVE RECRUITMENT & DEVELOPMENT

Questions...

MCPHERSON *MJ* JACOBSON, LLC
EXECUTIVE RECRUITMENT & DEVELOPMENT

MCPHERSON *MJ* **JACOBSON, LLC**
EXECUTIVE RECRUITMENT & DEVELOPMENT

11725 Arbor Street, Suite 220, Omaha, NE 68144

888-375-4814, 402-991-7031

Fax: 402-991-7168

mail@macnjake.com

www.macnjake.com